



United Nations Environment Programme

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PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT · PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE

ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

UNITED NATIONS ENVIRONMENT PROGRAMME PROJECT DOCUMENT

Section 1: Project identification

- 1.1 Title of subprogramme:** Division of Environmental Law and Conventions (DELIC)
- 1.2 Title of project:** Caribbean Hub sub-component - Capacity Building related to Multilateral Environmental Agreements (MEA) in African, Caribbean and Pacific (ACP) Countries
- 1.3 Project number:** 2009-CPL-2262-2661-3771
- 1.4 Geographical scope:** Regional - Caribbean Region.
- 1.5 Implementation (internal, or cooperating agency or supporting organization):** Secretariat of the Caribbean Community (CARICOM) and 16 Caribbean ACP States in collaboration with other Caribbean organizations, such as the OECS Secretariat, the Caribbean Community Climate Change Centre (CCCCC), the Caribbean Environmental Health Institute (CEHI); and the United Nations Environment Programme (UNEP).
- 1.6 Duration of the project :** 48 months
Commencing: 1 March, 2009
Completion: 28 February, 2013

1.7 Cost of project: (Expressed in US \$)

	US\$	%
Cost to the Environment Fund	-	
Cost to European Commission	1,410,407	85
Programme Support Cost (7%)	98,728	6
UNEP contribution	<u>153,272</u>	<u>9</u>
Total cost of the project	*1,662,408	100

NB: *The budget has been calculated using the current 1st March 2009 exchange rate of 0.782. The total budget for the Caribbean Hub is equivalent to Euro 1.3 million, including the UNEP contribution and the Programme Support Cost.

Actual commitments will depend on exchange rate upon receipt of the funds.

Signatures:

For the CARICOM Secretariat:

Edwin Carrington
Secretary General

For UNEP:

Theodor N. Kapiga
Officer in Charge
Corporate Services Section

Date:

Date:

1.8 Project summary

This Project forms the Caribbean Hub sub-component (hereinafter referred to as “Project”) of the European Commission funded Capacity Building related to Multilateral Environmental Agreements (MEAs) in the African, Caribbean and Pacific (ACP) countries. The total cost of the Project is EUR 1.3 million, including a UNEP contribution of EUR 119,858 calculated in staff time. This Project has a duration of four years, starting from 1 March 2009 and ending on 28 February 2013.

The overall objective of the Project is to strengthen and enhance the endogenous capacity of Caribbean ACP countries to effectively implement and comply with MEAs and related commitments thereby resulting in sound management of the environment and natural resources. This will facilitate Caribbean countries to address development challenges associated with the adverse effects of climate change, loss of biodiversity, drought, land degradation, waste management and other threats to the environment. The implementation of the Project will contribute to the implementation of strategies for sustainable development, increasing the prosperity of the region and reducing poverty and improving peoples’ livelihoods.

The specific objective of the Project is to strengthen the implementation of MEAs at the national and regional levels in Caribbean countries, through the enhancement of the Caribbean Community (CARICOM) Secretariat as environmental hubs for Caribbean countries. The Caribbean Hub will in turn deliver quality capacity-building services to Caribbean ACP countries, such as project writing skills, negotiation and lobbying skills, legal drafting skills and information management and exchange. The Caribbean Hub will also support synergistic implementation of MEAs.

The target group for this Project are the 16 Caribbean ACP countries¹ and the livelihood of their populations. The target beneficiaries will primarily be Government officials in the 16 Caribbean ACP countries, in particular those working in Ministries of Foreign Affairs, Agriculture and Forestry, Environment, Finance and Planning, Customs and Excise, Health, Water, Energy and Public Works, but also officials in local government and local authorities and national stakeholders, such as civil society organizations and the private sector. The project will foster building the intra-government networks necessary for cost-effective compliance of MEAs.

The Caribbean hub for this programme – the CARICOM Secretariat – is the principal administrative organ of the Caribbean Community comprising of 15 Caribbean countries². Its sustainable development and environment programme seeks to provide assistance to the CARICOM member states to ensure environmental sustainability throughout the Community by promoting and supporting the integration of environmental considerations and requirements into the definition and implementation of the Community’s policies with a view to promoting sustainable development.

Section 2: Project background

2.1 Background

Over the three decades following the Stockholm Conference, environmental awareness at the highest level of decision-making in the Caribbean has increased greatly. For some of these countries progress in dealing with environmental issues at the national, regional and international levels has been significant. Environmental portfolios have gained status and have progressed from being on the periphery of conventional revenue-generating ministries to being ministries in their own right. An appreciation within

¹ Antigua and Barbuda; The Bahamas; Barbados; Belize; Cuba; Dominica, Dominican Republic; Grenada; Guyana; Haiti; Jamaica; St. Kitts and Nevis; St. Lucia; St. Vincent and The Grenadines; Suriname; Trinidad and Tobago.

² Antigua and Barbuda; The Bahamas; Barbados; Belize; Dominica; Grenada; Guyana; Haiti; Jamaica; Montserrat; St. Kitts and Nevis; St. Lucia; St. Vincent and The Grenadines; Suriname; Trinidad & Tobago.

the Caribbean of the impact of human activities on the natural environment and hence the well-being of future generations has been articulated for over 20 years. This is reflected in various regional agreements including the Georgetown Accord in 1975, the Nassau Understanding in 1984, the 1980 CARICOM Ministerial Conference on the Environment, the Barbados Programme of Action in 1994, the St. George's Declaration in 2000, the Organization of Eastern Caribbean States' (OECS) Environmental Management Strategy in 2001 and the OECS Development Charter in 2002.

Despite these positive outcomes, the implementation of the BPOA has fallen short of expectations and has yielded considerably fewer concrete results than were anticipated. The state of the environment continues to deteriorate in the Caribbean and the region faces a number of complex and urgent environmental problems which pose a threat to its long term economic, social, and cultural viability. This has been largely due to inadequate resources and institutional capacity, including the lack of the requisite skilled human resources, inadequate succession planning and mentoring. Many of these problems have been compounded by the sectoral and short term approach taken by governments in the region to development planning and because national governments are usually not under public pressure to fulfill their environmental mandates. In many instances this has led to the scenario where few environmental issues are on the political agenda.

Although the Caribbean countries are parties to and strong supporters of numerous MEAs many have not incorporated the provisions of MEAs into national legislation. This is due to a number of reasons, including limited environment-related legal drafting skills. Effective MEA implementation and compliance in the Caribbean is also influenced by the lack of capacity within government institutions responsible for MEA implementation to adequately inform the public of the commitments agreed to in these instruments. Assistance is also required to enhance capacities in multilateral environmental and sustainable development negotiations (e.g. in the preparation of positions that reflect the countries' interests and preparations of negotiation strategies for eliciting desired outcomes during negotiations) and to implement MEA provisions.

Experience in the Caribbean also shows that environmental concerns are insufficiently mainstreamed into National Sustainable Development Strategies (NSDS), National Poverty Reduction Strategy Papers, (PRSP) as well as into national and regional sector policies, strategies and action plans. Furthermore, specific action plans to address the main MEA issues are frequently lacking or are inappropriately addressed at the national level. In addition, it is often difficult at the national level to ensure appropriate coordination between national and international efforts as well as to have a clear picture of what is actually implemented and how different actions and programmes fit into global strategies.

The lack of financial resources available to the Caribbean countries to implement their obligations under MEAs has further aggravated these problems. Taking into consideration that the Caribbean is composed of small coastal developing states with small populations and few environmental experts in government agencies, synergetic implementation of MEAs in a coherent and integrated manner could provide a viable solution to effective implementation of the commitments countries have made under the various MEAs to which they are parties.

There are five main issues with regard to MEA implementation in the Caribbean:

1. Provisions of MEAs need to be incorporated into national legislation;
2. Capacity with respect to legislative drafting to facilitate incorporation of MEAs into national legislation needs to be enhance and appropriate institutional arrangements for MEA implementation needs to be established;
3. Plans and strategies for MEA implementation (e.g. NBSAPs, NCSA, NAPA, NAPs, NIPs) need to be developed and monitoring and evaluation of and reporting to MEAs needs to be ensured;

4. Due to issues ranging from a lack of project management skills (e.g. capacity to identify, prepare and write project proposals) to a lack of other technical and legal skills such as undertaking basic technical research and problem-analysis, support is needed on substantive technical issues related to MEA implementation; and
5. There is a lack of regional institutional capacity to support Caribbean ACP countries implement their MEA obligations;

The Project will focus on building and strengthening capacities for compliance with, and implementation and enforcement of MEAs. Training and knowledge in multilateral environmental negotiation and diplomacy will be provided to facilitate effective participation at international environmental negotiations. In addition to the lack of negotiating skills, a further constraint is the lack of relevant information available to delegates prior to meetings on issues to be negotiated. A mechanism of briefing Caribbean negotiators before major environmental negotiations will therefore be established. Moreover, the CARICOM Secretariat as the regional hub for the Caribbean will play a crucial role in building a regional consensus on negotiation positions on MEA negotiations. The Project is designed to increase the capacities of Caribbean states in the above-mentioned areas and will entail the provision of technical assistance, training, policy and advisory support services to enhance the capacities of the countries in implementing their obligations under MEAs.

The CARICOM Secretariat's sustainable development and environment work programme is applied across a spectrum of priority themes which include policy responses particularly in relation to MEAs. To date the CARICOM Secretariat's work in relation to MEAs has focused mainly on assisting Member States to strengthen their technical and institutional capacity to address environmental management problems through the promotion of inter-sectoral linkages and through employing appropriate instruments relating to MEAs. CARICOM has played the lead role in preparing the region to participate in a number of hemispheric and international processes including the 2002 World Summit on Sustainable Development (WSSD) and the 2005 Mauritius International meeting on the review of the BPOA. In addition the Secretariat has been the executing agency for a number of donor support programmes and projects including a number of regional initiatives financed by the Global Environment Facility (GEF), such as the Mainstreaming Adaptation to Climate Change (MACC) project and the Caribbean Renewable Energy Programme (CREP) project.

2.2 Legislative authority and contribution to subprogrammes

This Project is linked to the following:

- The Bali Strategic Plan for Technology Support and Capacity building initiated by UNEP in close cooperation with UNDP.
- The UNEP Medium Term Strategy 2010-2013 enhancing its capacity to deliver on the Bali Strategic Plan as the principal UN body in the field of environment to promote the coherent implementation of the environmental dimension of sustainable development by keeping the environment under review and responding to environmental challenges.
- The UNEP Programme of Work 2008-2009, especially as it relates to the a) increased support for enhanced capacity of national Governments and other stakeholders for mainstreaming of national and international environmental objectives into national sustainable development and poverty eradication strategies; b) Enhanced collaboration and cooperation between UNEP and multilateral environmental agreements, their secretariats, scientific bodies and global, regional and national stakeholders; c) Enhanced environmental legal frameworks aimed at sustainable development; and d) Strengthened capacity of Member States for enhancing implementation of compliance with and enforcement of environmental law, as well as strengthened capacity of relevant institutions and stakeholders to facilitate implementation of and compliance with MEAs.
- The UNEP Programme of Work 2010-2011 under the priority areas of climate change, environmental governance, harmful substances and ecosystem management. As such, the project

will be implemented by UNEP's Division of Environmental Law and Conventions, which is the lead division for the environmental governance priority area.

- The forthcoming UNEP Programme of Work 2012-2013.
- The UNEP Governing Council Decisions: UNEP GC 21/15 on poverty and environment; UNEP GC 22/17 calling on the Executive Director to intensify efforts in the provision of policy and advisory services in key areas of capacity and institution-building, including access to information on legislation, activities, policies and programmes; UNEP GC 22/21 on Regional implementation of the Programme of Work of UNEP; UNEP GC 21/27 calling upon the Executive Director to continue activities aimed at capacity-strengthening of compliance with and enforcement of MEAs and UNEP GC 21/23 adopting the Montevideo Programme III to assist developing countries build capacity in negotiation skills, and in the development, strengthening and harmonisation of environmental laws and institutions as well as implementing MEAs into national legislation, and UNEP GC/24 promoting the South-South cooperation in achieving sustainable development..

Section 3: Proposal

3.1 Project description

At beginning of the Inception Phase, CARICOM will work with UNEP to analyze and synthesize existing capacity enhancement needs assessments. Inception workshops will then be held to prioritize and update the capacity enhancement needs of the Caribbean. The Inception workshops will require that nationals of beneficiary countries are fully involved in undertaking the activities. In this regard, the Project will encourage active participation of the national experts as a means of capacity building and to ensure sustainability and national ownership of its results. On the basis of the above analyses and workshops, detailed costed workplans will be developed and will form the basis of the Inception Report to be presented to the PSC.

The CARICOM Secretariat will develop a number of collaborating partnerships with stakeholder institutions to provide the enabling environment and to support the design, planning, implementation and monitoring of the Project. For most of the MEAs the Project will build on and complement on-going work as well as address gaps in country needs that are yet to be addressed. Where the Project intends to build on previous work, it will be guided by evaluations and lessons learned from those past interventions and the impacts they have had on countries' capacities. In addition, the Caribbean Community Secretariat and Caribbean countries will use the findings of the GEF National Capacity Self Assessment Project aimed at identifying capacity needs to implement the UNCCD, CBD and UNFCCC, where these exist.

In relation to prioritisation of countries' needs, an inventory of existing MEA-related technical, legal, policy and institutional frameworks will be undertaken to identify gaps and needs in order to build and strengthen the capacity of countries for effective negotiation and improved compliance with and enforcement and implementation of MEAs. This needs prioritization will be undertaken during the six-month Inception Phase of the Project and building on existing assessments such as NCSA, where these exist. Progress on prioritizing capacity enhancement needs will be included in the Inception Report, which will be presented to the Programme Steering Committee. The outcomes from this study will define the scope and nature of the specific project activities that will be developed to meet those identified needs and gaps, which in turn will lead to the realization of the Project's overall goals. UNEP and ROLAC will work with the CARICOM Secretariat to analyze and synthesize existing capacity enhancement needs assessments and inception workshops will be held to prioritize and update the capacity enhancement needs of the Caribbean ACP countries.

Anticipated synergies may arise from complementarities and integration with implementation of the Bali Strategic Plan (BSP) on Technology Support and Capacity Building, initiated by UNEP in close cooperation with UNDP. These synergies will be identified during the Inception Phase and mechanisms for closer collaboration and synergistic partnerships will be promoted. Equally, UNEP's Division of

Environmental Law and Convention's major programme on compliance with, enforcement of and implementation of MEAs, in particular in the Caribbean region, will be fully coordinated and integrated into the Project to ensure and build complementarity, synergies and to avoid duplication and overlap.

Moreover, the project will be linked with other ongoing processes and initiatives related to the implementation of MEAs and the attainment of MDGs. These include the activities undertaken under the UN Development Assistance Framework (UNDAF) process as well as those under the joint UNDP-UNEP Poverty and Environment Initiative, which may begin activities in the Caribbean during the term of this Project.

The upcoming review of the European Commission's Caribbean Regional Environmental Profile, to which UNEP may be associated, also provides an opportunity to identify synergies with the Project in the Caribbean. The Caribbean Environmental Profile Terms of Reference identify MEAs as a relevant issue in determining whether the institutional setting and environment-related government policies are adequately supportive of sustainable development objectives.

In the implementation of this project, existing as well as new tools and processes will be used for internal evaluation of capacity building interventions and, where such interventions are implemented at the country level, mechanisms will be established to have target beneficiaries and government officials actively participate in the evaluations. Provision is made in the Project for an external evaluation to be carried out by an independent evaluator at the mid-term and end of the project.

In this regard, the CARICOM Secretariat, Monitoring and Evaluation Unit have in place a performance measurement framework as the main tool for monitoring project implementation costs and schedules in relation to the achievement of the project's results. This framework utilizes Microsoft project management software to assess the effectiveness and efficiency of project implementation. Monitoring is done on a quarterly basis and this is complemented by formative and summative assessments during the life of the project. The outcomes of these reports are assessed by different layers of decision-making including the Executive Management Committee in the CARICOM Secretariat. On this basis, performance reports are then submitted to the appropriate Councils of Ministers of CARICOM Member States.

Building on experiences gained through implementing the project, the Caribbean Hub will elaborate a Sustainability Action Plan based on the review and evaluation of activities. The Action Plan will include resource mobilisation and sustainable financing strategies. Towards the end of the fourth year there will be an external evaluation by consultants not involved in the formulation, review, approval, implementation and management of the project. Mechanisms will be established to ensure that target beneficiaries and government officials actively participate in the evaluations in accordance with the terms of references which will be developed and prepared then for the purpose.

The multiplier effects of the activities and results of the Project will include replication, transfer of knowledge and expertise gained as well as utilization, by other stakeholder, of legal materials and curricula developed under the project. This will lead overall to increased implementation and enforcement of and compliance with MEAs. South-South cooperation will be further strengthened through the exchange of expertise and professional experience among beneficiaries and target groups. Sustainable impacts of the results of the Project will include imparting knowledge acquired through training; use of operational manual and guidelines; application of strengthened legal frameworks over time; attracting more resources by good results and examples; strengthened institutions becoming self-motivated; replication and integration of activities and results by target groups and beneficiaries and increased awareness on MEAs.

The main means of implementation will be through provision of information, information systems (software and hardware), technical and legal advice, a range of training activities in-country as well as regionally,

specific in-country support activities such as facilitation of national consultations, on-the-job training and engagement of technical expertise. The main implementing partners to be involved in implementing this Project include other Caribbean organizations, such as the OECS Secretariat, the Caribbean Community Climate Change Centre (CCCCC), the Caribbean Environmental Health Institute (CEHI), the Support Office for the PISLM which is provided by the Government of Trinidad and Tobago through the Caribbean Network for Rural Development, the Basel Convention Regional. Partnerships and networks should also be developed with regional academic institutions such as the University of West Indies. ROLAC will also assist CARICOM in engaging with such institutions through its existing activities and networks.

Expected Results and Activities

During the Inception Phase, the activities below will be further developed into a detailed costed work plan, i.e a concrete set of actions/activities to be implemented during the course of the Project. The Inception Report, submitted for EC/PSC approval at the end of the Inception Phase, will include this costed work plan and the expected modalities for its implementation. Moreover, the activities, and the progress (whose results will be measured by their respective indicators) will be presented and reviewed during the meetings of the Programme Steering Committee. The proposed activities are not sequenced in any order of priority, since this will be determined with stakeholders during an Inception Workshop and stakeholder consultations.

The description and budget for the following activities will be reviewed, updated presented to and confirmed by the PSC when the further detailed annual work plan is presented, as part of the Inception Report at the end of the Inception Phase of the Project (a maximum of six months following signature of the EC-UNEP Contribution Agreement, attached to this document as Annex 6).

Result 1 Needs prioritization

An inventory of existing MEA-related technical, legal, policy and institutional frameworks will be undertaken to identify gaps and needs in order to build and strengthen the capacity of Caribbean ACP countries for effective negotiation and improved compliance with and enforcement and implementation of MEAs. These existing instruments include the GEF National Capacity Self Assessments, the UNDAF Common Country Assessments, countries' State of the Environment Reports and needs identified by the various MEA Secretariats and other bodies. The needs prioritization will be undertaken during the six-month Inception Phase of The Project and progress in the assessment will be included in the Inception Report, which will be presented to the Programme Steering Committee. The outcomes from the needs prioritization will define the scope and nature of the specific project activities that will be developed to meet those identified needs and gaps, which in turn will lead to the realization of the Programme's overall goals.

Related Activities:

Activity 1.1 Review of identified capacity needs

Review and build on National Capacity Self Assessments as well as needs determined by MEA Secretariats to prioritize and synthesize capacity needs.

Activity 1.2 Needs Prioritization Workshop

One regional needs assessment and prioritization workshop for two days / 35 persons each for 16 Caribbean ACP countries, NGOs and other stakeholders to prioritize capacity needs.

Result 2 Negotiation training workshops

This shall involve providing both formal training courses and regional and national training skills workshops on the entire multilateral environmental negotiation process. This will include preparations for and conduct during the negotiations as well as follow up implementation of the outcome of negotiations. Providing guidance and training towards development and drafting of national position papers in support of national/local needs and priorities will be a key component of any negotiation training. The key beneficiaries for negotiation training will be those country representatives directly involved in Conferences

of the Parties (COPs) and Meetings of the Parties (MOPs) or any other major environmental negotiations, such as officials from key ministries and departments of foreign affairs, planning, finance, environment, attorney general's office, etc. This initial training will establish credibility of The Project and the cross-departmental linkages necessary for success. The trainings will also separately include NGO representatives participating in COPs and MOPs to enable them to play a better role and positively influence the negotiation processes. The Caribbean Hub will also provide training and advisory services and support the review, development and/or strengthening and harmonization of national legislation, regulatory and administrative frameworks and policies as well as institutional arrangements for the implementation of MEAs. Providing training and legal advisory services in drafting national legislation or regulations relating to MEA implementation will be an important feature of this activity.

Related Activities:

Activity 2.1 Regional negotiation trainings / seminars

Conduct two regional training workshops for two days / 20 persons each on MEA negotiation techniques and skills.

Activity 2.2 National Training and Legal Advisory Services

- (i) Support the review, development and / or strengthening and harmonization of two national legislative, regulatory and/or administrative frameworks and policies as well as institutional arrangements for the national implementation of MEAs.
- (ii) Conduct three training and legal advisory services in drafting national legislation or regulations relating to MEA implementation.

Activity 2.3 Learning Kits with Support Materials

Compile and develop at least two learning kits with support materials, tools and guides to assist with national compliance, implementation and enforcement of MEAs. Such documentation will include guidelines, manuals, handbooks and other learning support materials for holistic implementation of MEAs, and will also include cases, case studies and lesson learnt from jurisdictions which have enforcement experience.

Activity 2.4 Project design and management training

One regional workshop for two days / 20 persons each on project design and management training (held back-to-back with one Activity 2:1 Regional negotiation training / seminar). It is envisaged that approximately half of the participants of Activity 2:1 will remain for this workshop while the other half will be new participants. This activity will consist of skills training related to project writing skills, the project management cycle, project identification, preparation, monitoring, evaluation and reporting. Regional and sub regional training workshops targeting country officials from departments of planning, finance, environment and other line ministries as well as NGOs to be facilitated by resource experts shall be the main focus for this activity.

Result 3 Improved knowledge management systems for exchange and utilization of data on natural resources

This activity will improve information management and utilization, including centralized coordination of information related to MEAs, as well as facilitate exchange of relevant information and case studies on best practices and lessons learnt relating to MEAs implementation and capacity building activities. Moreover, efforts to harmonize and streamline MEA reporting obligations for Caribbean ACP countries will be supported to minimize their reporting burden.

Related Activities:

Activity 3.1 Data compilation

Compile and analyze available data on natural resources and trends for MEA implementation.

Activity 3.2 Best practices and lessons learnt

Facilitate exchange of relevant information and case studies on best practices and lessons learnt relating to MEA implementation and capacity building activities, including in relation to the Caribbean Biological Corridor.

Activity 3.3 Regional harmonized reporting to MEAs

Harmonize and streamline the national reporting obligations for a cluster of biodiversity MEAs to minimize countries' reporting burden. The following activities will be undertaken:

- (i) Identify and develop existing harmonized national reporting templates, including through on-line consultations with countries.
- (ii) Two regional workshop for two days / 20 persons on harmonized reporting templates.
- (iii) Caribbean Hub Officer to assist 6 countries to complete harmonized national reports to biodiversity-related MEAs. The Caribbean Hub Officer will travel to the 6 countries to assist in completing the harmonized reports.

Activity 3.4 Centralized database on MEAs

Develop a centralized database on MEA implementation in the Caribbean together with the University of West Indies and other regional institutions such as ECLAC.

The United Nations Economic Commission for Latin America and the Caribbean (ECLAC) was established by Economic and Social Council and is one of the five regional commissions of the United Nations. Its sub-regional headquarters for the Caribbean in Port-of-Spain, Trinidad and Tobago and houses a Sustainable Development Unit. There is a high level of complementarity between the expected results of the Caribbean Hub and certain ECLAC activities in the Caribbean. ECLAC has a regional mechanism in place for sustainable development exchange through a database. The Caribbean Hub will enter into a Memorandum of Understanding or other similar arrangement to take advantage of this platform and extend its contents to matters related to implementation of MEAs in Caribbean ACP Countries. The current mechanism, information in the database and processes for integrating information relevant to the Project will be assessed. On the basis of this initial assessment the communication platform database will be developed, data will be collected and entered and the tools will be disseminated to and validated by potential users.

Result 4 Improved capacity to mainstream MEAs into development plans and strategies

The activity will facilitate the mainstreaming of MEAs into PRSPs and national and regional policies and strategies.

Related Activities:

Activity 4.1 Development of guidelines for mainstreaming MEAs

- (i) Elaborate guidelines, including through online consultations with countries, to improve mainstreaming of MEAs into NSDS, PRSPs, etc.
- (ii) Two regional workshops for two days / 20 persons on mainstreaming guidelines (held back-to-back with one Activity 3:3(b) workshop on harmonized reporting templates). It is envisaged that approximately half of the participants of Activity 3:3(b) will remain for this workshop while the other half will be new participants.
- (iii) Caribbean Hub Officer to assist 2 countries to apply the mainstreaming guidelines in national context when developing PRSPs. The Caribbean Hub Officer will travel to the 2 countries to assist in completing the PRSPs.
- (iv) Adjustment and final validation of guidelines.

Result 5 Increased public awareness, access to information and knowledge of MEAs

Related Activities:

Activity 5.1 Awareness raising seminar / colloquia for MEA enforcement officials

Conduct awareness raising seminars for relevant stakeholders (e.g. judiciary, parliamentarians, NGOs, academia, etc.) for the development and implementation of MEAs at national level.

Activity 5.2 Public awareness and publicity

- (i) Production and distribution of at least 500 Fact Sheets as hard copies and electronic copies on the CARICOM website and during regional MEA workshops and meetings as well as during COPs/MOPs.
- (ii) Production of at least 30 generic Media Kits on MEAs and distribution to media organizations in the Caribbean.

- (iii) Develop and distribute at least 60 DVDs on MEAs for all MEA focal points in the 16 Caribbean ACP countries for use as a reference material to promote MEAs.

Result 6 Integrating the Caribbean Hub into the region

Strengthening the capacity of institutions as well as those of national MEA focal points particularly to develop and negotiate appropriate mandates and modus operandi as well as appropriate legal and regulatory frameworks will be one of the key priorities of the project.

Related Activities:

Activity 6.1 Networks and curricula

- (i) One regional tele- /videoconferencing meeting of government officials / focal points to develop a Caribbean network of professionals dealing with MEA issues. As a follow-up to the meeting a roster of Caribbean experts and resource persons on various MEAs issues will be established.
- (ii) Review, develop, disseminate and pilot test existing curricula for educational institutions and regional centres of excellence on compliance with and enforcement of MEAs.
- (iii) Review, tailor and disseminate training programmes and materials for regional and national institutions in the Caribbean on MEA negotiation, project management and mainstreaming MEAs.

Activity 6.2 South-South cooperation

- (i) Support the participation of 5 Caribbean experts in African and Pacific regional activities to share experiences and promote South-South cooperation on regional and national MEAs implementation and enforcement.
- (ii) Regular communication with African and Pacific Hubs to exchange experiences and lessons learned.
- (iii) Organize joint meetings with the African and Pacific Hubs before, during or after intergovernmental meetings to provide countries of the three regions opportunities to share experiences and lessons learned.

Activity 6.3 Review and evaluation

Develop a Sustainability Action Plan based on review and evaluation of activities under the Programme. The Action Plan will include resource mobilization and sustainable financing strategies. The Sustainability Action Plan will be prepared by an external consultant on the basis of experiences gained during the course of the Project and taking into consideration regional and global sources of funding.

3.2 Project impacts on poverty alleviation and gender equality

The overall objective of the Project is to strengthen and enhance the endogenous capacity of Caribbean ACP countries to effectively implement and comply with MEAs and related commitments thereby resulting in sound management of the environment and natural resources. This will facilitate Caribbean countries to address development challenges associated with the adverse effects of climate change, loss of biodiversity, drought, land degradation, waste management and other threats to the environment. The implementation of the Project will contribute to the implementation of strategies for sustainable development, increasing the prosperity of the region and reducing poverty and improving peoples' livelihoods.

This Project will take into consideration gender imbalance in the processes of decision-making in environmental matters at all levels, and address specific gender differentiated needs arising from such imbalance as they appear in policies, institutions and processes in the field of the environment. It will serve as conduit to develop coherent policy approaches to gender-specific environmental governance issues. Catalytic action to support the development of policies, laws and institutions and capacity-building activities targeted at government bodies, officials and relevant stakeholders, as well as outreach and awareness raising for the public will be made gender sensitive and especially aimed at reducing gender imbalance in policies, laws and institutions in the field of the environment. UNEP will further encourage the Regional Hubs to include a focus on gender issues in activities under the Project. UNEP will promote gender mainstreaming by developing or seeking to include gender sensitive indicators.

3.3 Visibility

CARICOM shall take all necessary measures to raise awareness of governments in target countries, final beneficiaries, public opinion, both local and in the EU, and the staff employed under the Project of this partnership and its relevance to the Project objective of enhancing capacity of participating Caribbean ACP country stakeholders to implement MEAs. Any publication by CARICOM, in whatever form and by whatever means, including the Internet, shall carry the following statement: “This project is a joint EU-UNEP-CARICOM project and the document has been produced with the financial assistance of the European Union. The views expressed herein are those of CARICOM and can therefore in no way be taken to reflect the official opinion of the European Commission or the United Nations Environment Programme.”

In close consultation with UNEP, CARICOM shall, during the Inception Phase, design a communication and visibility plan in compliance with the “Joint Visibility Guidelines for EC-UN Actions in the Field” and the Framework Communication and Visibility Plan provided by UNEP. CARICOM shall make use of various communication, awareness raising, dissemination and visibility tools (press spots, press releases, press conferences, donor conferences, public debates, seminars, logos, plaques, etc.) to disseminate the results of the Project. CARICOM will report on the visibility activities carried on under this Project.

In order to ensure sustainability of the results and outputs of the Project, the manuals, guidebooks, curricula and training manuals and modules produced as per the visibility and communication plan (to be developed during the Inception Phase and included in the Inception Report) will be used even beyond the life cycle of the Project. The institutions whose capacities have been strengthened are expected to continue to use the manuals, guidebooks, curricula, training modules and other materials developed under the Project. Furthermore, the government officials and various beneficiaries trained under the Project will be encouraged to impart their knowledge onto others.

Section 4: Logical framework matrix

Intervention Logic	Objectively verifiable indicators of achievement	Sources and Means of Verification	Assumptions
<p>Overall Objective for Caribbean Regional Hub Strengthen and enhance the endogenous capacity of Caribbean ACP countries to effectively implement MEAs and related commitments.</p>	<p>Sustained ability of Caribbean ACP countries to negotiate, manage and implement MEAs and subsequent improved state of the environment in Caribbean ACP countries.</p>	<p>Project progress reports, UNEP reports, Convention Secretariat reports, ACP Secretariat reports</p>	
<p>Specific Objective for Caribbean Regional Hub Strengthen the implementation of MEAs at the national and regional levels in Caribbean ACP countries through the enhancement of the Caribbean Community (CARICOM) Secretariat as an environmental hub for Caribbean countries.</p>	<p>The successful establishment of the Caribbean Regional Hub under the control and management of the CARICOM Secretariat with an operational and effective outreach programme.</p>	<p>Work / Operation Plan for the Caribbean Hub, clearly demonstrating linkages with appropriate stakeholders</p> <p>Accurate baseline data and needs assessments undertaken during Inception Phase</p> <p>Convention Secretariat and UNEP reports</p>	<p>MEA implementation becomes and is sustained as a priority in Caribbean ACP countries</p> <p>CARICOM Secretariat is able to manage its growth effectively</p> <p>UNEP is able to work sensitively with the CARICOM Secretariat</p>
<p>Result 1: The overall work programme and costed work plan for the implementation of the Project in the Caribbean Hub is determined, prepared with detailed prioritized actions.</p>	<p>Work programme and annual work plans completed, costed and endorsed by UNEP and CARICOM</p>	<p>Cost work programme; annual work plans</p>	<p>CARICOM is able to incorporate the Project into its annual work plans and budgets</p>
<p>Activity 1:1 Review of identified capacity needs</p>	<p>Review NCSAs, etc., to prioritize and synthesize capacity needs</p> <p>Means (for activities): CARICOM personnel dedicated to Project; NCSAs</p>	<p>Sources (of verification): Inception Report</p>	<p>NCSAs have been completed by the Caribbean ACP countries</p>
<p>Activity 1:2 Needs Prioritization Workshop</p>	<p>One regional needs assessment and prioritization workshop</p> <p>Means (for activities): CARICOM personnel dedicated to Project; workshop facilities; workshop supplies</p>	<p>Sources (of verification): Workshop report; Inception Report</p>	<p>Countries are willing to engage in capacity building activities organised through the Caribbean Hub</p>
<p>Result 2: Improved national and regional capacity on MEA issues, including</p>	<p>National systems established for preparation, negotiation, post-meeting debriefings and</p>	<p>Project progress reports; annual reports from national agencies dealing with MEA</p>	<p>Good inter-agency coordination and cooperation at the national level; appropriate and relevant</p>

negotiation, follow-up and coordination.	increase in number of national officials actively involved in the process	issues	participants involved and committed to the process
Activity 2:1 Regional negotiation trainings / seminars	Two regional training workshops on MEA negotiation techniques and skills Means (for activities): CARICOM personnel dedicated to Project; training facilities; training supplies	Sources (of verification): Training documents; training evaluation report; project progress reports	Right target audience identified for the training
Activity 2:2 National Training and Legal Advisory Services	a) Support the review, development and / or strengthening and harmonization of two national legislative, regulatory and/or administrative frameworks and policies as well as institutional arrangements for the national implementation of MEAs. b) Conduct three training and legal advisory services in drafting national legislation or regulations relating to MEA implementation Means (for activities): CARICOM personnel dedicated to Project; training facilities; training supplies; access to existing national laws and regulations	Sources (of verification): Training documents; training evaluation report; project progress reports; national legislative, administrative, regulatory frameworks	Countries are willing to engage in capacity building activities organised through the Caribbean Hub; selected countries are committed to reviewing and updating their laws and regulations
Activity 2:3 Learning Kits with Support Materials	Compile and develop at least two learning kits with support materials, tools and guides to assist with national compliance, implementation and enforcement of Mesa. Means (for activities): CARICOM personnel dedicated to Project; existing material on compliance, implementation and enforcement of MEAs	Sources (of verification): Project progress reports; learning support materials developed	Existing materials are available and target groups are willing to utilise learning kits
Activity 2:4 Project design and management training	One regional workshops on project design and management training Means (for activities): CARICOM personnel dedicated to Project; training facilities; training supplies	Sources (of verification): Training documents; training evaluation report; project progress reports	Right target audience identified for the training
Result 3: Improved knowledge management systems for exchange and utilization of data on natural resources and trends for improved regional coordination and implementation of MEAs.	Information and knowledge is satisfactorily exchanged through KM systems and all countries show improved exchange and utilization of information	Knowledge management systems, project progress reports; project evaluation report	Good inter-agency coordination and cooperation at the national level
Activity 3:1 Data compilation	Compile and analyse available data on natural	Sources (of verification):	Access to available data on natural resources

	resources and trends for MEA implementation Means (for activities): CARICOM personnel dedicated to Project; existing data on natural resources	Project progress reports	and trends; Internet access
Activity 3:2 Best practices and lessons learnt	Facilitate exchange of relevant information and case studies on best practices and lessons learnt relating to MEA implementation and capacity building activities Means (for activities): CARICOM personnel dedicated to Project; existing case studies and best practices	Sources (of verification): Project progress reports	Access to case studies and best practices; Internet access
Activity 3:3 Regional harmonized reporting to MEAs	a) Identify and develop existing harmonized national reporting templates b) Two regional workshop on harmonized reporting templates c) Caribbean Hub Officer to assist 6 countries to complete harmonized national reports to biodiversity-related MEAs. Means (for activities): CARICOM personnel dedicated to Project; workshop facilities; workshop supplies; existing harmonised reporting templates	Sources (of verification): Workshop reports; CARICOM personnel mission reports; harmonized national reports; MEA reports	Countries committed to participating in initiatives to streamline reporting; biodiversity Secretariats supporting harmonized national reports
Activity 3:4 Centralised database on MEAs	Develop a centralised database on MEA implementation in the Caribbean together with the University of West Indies and other regional institutions such as ECLAC Means (for activities): CARICOM personnel dedicated to Project; IT equipment; Internet server	Sources (of verification): MEA database; project progress reports; project evaluation reports	Required information for database is available; Internet access
Result 4: Improved capacity to mainstream MEAs and biodiversity, climate change, waste and land issues into National Sustainable Development Strategies (NSDSs), National Poverty Reduction Strategy Papers (PRSPs) and national and regional policies and strategies	National and sector strategies as well as planning and budgeting processes incorporating biodiversity, climate change, waste and land-related issues and considerations	National strategies; sector strategies; national budgets; project progress reports; project evaluation reports	National governments committed to mainstreaming biodiversity, climate change, waste and land issues into national planning and budgeting processes
Activity 4:1 Development of guidelines for mainstreaming MEAs	a) Elaborate guidelines to improve mainstreaming of MEAs into NSDS, PRSPs, etc. b) Two regional workshop on mainstreaming	Sources (of verification): MEA mainstreaming guidelines; project progress reports; project evaluation reports	Right target audience identified for the training

	<p>guidelines</p> <p>c) Caribbean Hub Officer to assist 2 countries to apply the mainstreaming guidelines in national context when developing PRSPs.</p> <p>d) Adjustment and final validation of guidelines</p> <p>Means (for activities): CARICOM personnel dedicated to Project; PRSPs; workshop facilities; workshop supplies</p>		
Result 5: Increased awareness, access to information and knowledge and understanding of MEAs in Caribbean countries.	An increased number of agencies and individuals in Caribbean ACP countries have been provided information and advice on MEAs and are using the new information to support their work	Project progress reports; project evaluation reports	Communication and Media Officers have the time and interest and receive the requisite political and administrative support
Activity 5:1 Awareness raising seminar / colloquia for MEA enforcement officials	<p>Conduct awareness raising seminars for relevant stakeholders (e.g. judiciary, parliamentarians, NGOs, academia, etc.) for the development and implementation of MEAs at national level</p> <p>Means (for activities): CARICOM personnel dedicated to Project; seminar facilities; seminar supplies</p>	Sources (of verification): Seminar report; project progress reports	Right target audience identified for the training MEA enforcement officials are committed to engaging stakeholders and the public
Activity 5:2 Public awareness and publicity	<p>a) Production and distribution of at least 500 Fact Sheets</p> <p>b) Production of at least 30 generic Media Kits on MEAs</p> <p>c) Develop and distribute at least 60 DVDs on MEAs</p> <p>Means (for activities): CARICOM personnel dedicated to Project; audiovisual media equipment</p>	Sources (of verification): Booklets, pamphlets, talk shows-reports, media publications, educational material	Access to media and high-quality audio-visual media equipment
Result 6: The Caribbean Hub is functional and linked to and participates in the relevant institutional processes in order to ensure the continuity of operations after the Project has concluded.	CARICOM establishes itself as the Caribbean MEA hub and maintains this role after the Project ends; CARICOM continues to collaborate strongly with partners in and outside the Caribbean Region and is able to provide a range of MEA-related services	Project terminal report; CARICOM Annual Reports	<p>CARICOM Members continue to support the Secretariat to fulfill its main role</p> <p>New funding opportunities arise to support on-going work by CARICOM on MEA capacity building</p>
Activity 6:1 Networks and curricula	a) One regional tele- /videoconferencing meeting of government officials / focal points	Sources (of verification): Meeting reports; project progress reports	Government official/focal points and experts are willing to engage in the activity; access the tele-

	<p>to develop a Caribbean network of professionals dealing with MEA issues. Establish roster of Caribbean experts and resource persons</p> <p>b) Review, develop, disseminate and pilot test existing curricula for educational institutions and regional centres of excellence on compliance with and enforcement of MEAs.</p> <p>c) Review, tailor and disseminate training programmes and materials for regional and national institutions in the Caribbean on MEA negotiation, project management and mainstreaming MEAs</p> <p>Means (for activities): CARICOM personnel dedicated to Project; teleconferencing equipment; existing curricula and training programmes and manual</p>		/videoconferencing equipment
Activity 6:2 South-South cooperation	<p>a) Support the participation of 5 Caribbean experts in African and Pacific regional activities to share experiences and promote South-South cooperation on regional and national MEAs implementation and enforcement.</p> <p>b) Regular communication with African and Pacific Hubs to exchange experiences and lessons learned.</p> <p>c) Organise joint meetings with the African and Pacific Hubs before, during or after intergovernmental meetings to provide countries of the three regions opportunities to share experiences and lessons learned.</p> <p>Means (for activities): CARICOM personnel dedicated to Project; teleconferencing equipment; Internet access</p>	Sources (of verification): Project progress reports; project evaluation report	There is a high level of interest among CARICOM staff to share and benefit from exchange of experiences and lessons learnt
Activity 6:3 Review and evaluation	<p>Develop a Sustainability Action Plan</p> <p>Means (for activities): CARICOM personnel dedicated to the Project; consultant; all progress, etc. reports prepared during the Project</p>	Sources (of verification): Sustainability Action Plan	Evaluation is able to be carried out

Section 5: Work plan

Year 1															
Activity	Semester 1 (months)						Semester 2 (months)						Implementing body		
	1	2	3	4	5	6	7	8	9	10	11	12			
1:1 Review of identified capacity needs														CARICOM UNEP	Secretariat,
1:2 Needs prioritization workshop														CARICOM UNEP	Secretariat,
2:1 Regional negotiation trainings / seminars														CARICOM UNEP	Secretariat,
2:2 National Training and Legal Advisory Services a) Harmonized national legislation, policies, etc.														CARICOM UNEP	Secretariat,
2:4 Project design and management training														CARICOM UNEP	Secretariat,
3:1 Data compilation														CARICOM UNEP	Secretariat,
3:3 Regional harmonized reporting to MEAs a) Harmonized national reporting templates														CARICOM UNEP	Secretariat,
b) Discussion of reporting templates														CARICOM UNEP	Secretariat,
3:4 Centralised database on MEA														CARICOM UNEP	Secretariat,
4:1 Development of guidelines for mainstreaming MEAs a) Guidelines on mainstreaming MEAs														CARICOM UNEP	Secretariat,
b) Discussion of mainstreaming guidelines in activity 2:1 regional negotiation trainings														CARICOM UNEP	Secretariat,
6:1 Networks and curricula a) Roster of experts and resource persons														CARICOM UNEP	Secretariat,

b) Curricula for educational institutions													CARICOM UNEP, relevant educational institutions	Secretariat, educational institutions
c) Training programmes and materials													CARICOM UNEP	Secretariat,
6:2 Information exchange and South-South cooperation													CARICOM UNEP	Secretariat,
6:3 Liaison with African and Pacific Regional Hubs													CARICOM UNEP	Secretariat,
6:4 Sub-regional and regional mechanisms													CARICOM UNEP	Secretariat,

Years 2-4							
Activity	Semesters						Implementing body
	3	4	5	6	7	8	
2:1 Regional negotiation trainings / seminars							CARICOM Secretariat, UNEP
2:2 National Training and Legal Advisory Services b) Drafting national legislation or regulations							CARICOM Secretariat, UNEP
2:3 Learning support materials							CARICOM Secretariat, UNEP
2:4 Project design and management training							CARICOM Secretariat, UNEP
3:2 Best practices and lessons learnt							CARICOM Secretariat, UNEP
3:3 Regional harmonized reporting to MEAs b) Discussion of reporting templates							CARICOM Secretariat, UNEP
3:3 Regional harmonized reporting to MEAs c) Piloting use of harmonized reporting templates							CARICOM Secretariat, UNEP
3:4 Centralized database on MEAs							CARICOM Secretariat, UNEP
4:1 Development of guidelines for mainstreaming MEAs b) Discussion of mainstreaming guidelines in activity 2:1 regional negotiation trainings							CARICOM Secretariat, UNEP
4:1 Development of guidelines for mainstreaming MEAs c) Pilot use of mainstreaming guidelines in two pilot countries							CARICOM Secretariat, UNEP
4:1 Guidelines d) Adjustment and validation of mainstreaming Guidelines							CARICOM Secretariat, UNEP
5:1 Awareness raising for MEA enforcement officials							CARICOM Secretariat, UNEP

Years 2-4 (Continued)							
Activity	Semesters						Implementing body
	3	4	5	6	7	8	
6:1 Networks and curricula a) Roster of experts and resource persons							CARICOM Secretariat, UNEP
6:1 Networks and curricula b) Curricula for educational institutions							CARICOM Secretariat, UNEP
6:1 Networks and curricula c) Training programmes and materials							CARICOM Secretariat, UNEP, relevant educational institutions
6:2 Information exchange and South-South cooperation							CARICOM Secretariat, UNEP
6:3 Liaison with African and Pacific Regional Hubs							CARICOM Secretariat, AUC, SPREP, UNEP
6:4 Sub-regional and regional mechanisms							CARICOM Secretariat, UNEP
6:5 Review and evaluation							CARICOM Secretariat, UNEP

Section 6: Institutional framework

UNEP/DELCO will oversee the implementation of the project in collaboration with the UNEP Regional Office for Latin America and the Caribbean (ROLAC). UNEP will also provide management and policy guidance through relevant UNEP offices and will further facilitate the necessary financial and general programme management services in compliance with UNEP rules and regulations.

The Caribbean Hub project will be planned, implemented and monitored through the CARICOM Secretariat Sustainable Development and Environment Programme; detailed work plans elaborated in this Project will be coordinated through a dedicated position and implemented by Programme Officers who will report to UNEP through the Director of Sustainable Development of the CARICOM Secretariat.

Although the Dominican Republic and Cuba are ACP countries, they are not members of the Caribbean Community. Nevertheless, a number of avenues exist for facilitating cooperation with these countries. At the regional level, UNEP has a number of mechanisms, including the Caribbean SIDS Programme, a programmatic framework called for and adopted by the Forum of Ministers of Latin America and the Caribbean as well as the Partnership Initiative on Sustainable Land Management (PISLM). Cooperation between CARICOM member states and the Dominican Republic is also achieved through the CARIFORUM and through the CARICOM Secretariat Directorate which addresses CARIFORUM matters.

An important opportunity to involve the Dominican Republic, and eventually Cuba, is presented by the Caribbean Biological Corridor (CBC) project the overall objective of which is to establish the Caribbean Biological Corridor in the Dominican Republic and the Republic of Haiti. Once it is operational, the CBC project will establish a framework to contribute to the reduction of biodiversity loss in the Caribbean Region and the American Neotropics through environmental rehabilitation, particularly in Haiti, and the alleviation of poverty as a mean of reducing the pressure on biological resources within the CBC. Possible collaborative activities between this Project and CBC project could include information exchange between project coordinators, consultations, participation in meetings and involvement of stakeholders.

The UNEP Regional Office for Latin America and the Caribbean (ROLAC) will assist and support in the implementation of the Project under the framework of the Caribbean SIDS Programme approved by the Forum of Ministers of Latin America and the Caribbean. ROLAC, supported by other UNEP entities, will work with the CARICOM Secretariat to analyze and synthesize existing capacity enhancement needs assessments and to prioritize regional needs. ROLAC will also assist the CARICOM Secretariat in developing country selection criteria and selecting priority activities. ROLAC will also assist CARICOM in engaging with Cuba and the Dominican Republic by, for example, acting as a conduit to invite those countries to CARICOM activities under this Project.

MEA secretariats will be involved especially during the Inception Phase when priority capacity enhancement activities are chosen. UNEP will assist the Caribbean Hub to consult and liaise with the secretariats' capacity building units and personnel. The Caribbean Hub may also request the staff of the MEA secretariats to undertake and provide capacity building services related to their respective MEAs.

The structure provides the enabling environment and will support the design, planning, implementation and monitoring of this Project. For most of the MEAs the project will build on and complement on-going work as well as address gaps in country needs that are yet to be addressed. Where the project intends to build on previous work, it will be guided by evaluations and lessons learned from these past interventions and the impacts these have had on countries' capacities.

Section 7: Monitoring and reporting

Monitoring of the implementation of the Project including related reporting will be ensured by UNEP in accordance with the Financial and Administrative Framework Agreement (FAFA) and UNEP Project Manual (www.unep.org/pcmu.project_manual/). The CARICOM Project Coordinator will regularly report on the progress and quality of the implementation of the Project, including any encountered difficulties and actions taken to overcome the difficulties. UNEP will be requested to provide feedback and advice as appropriate.

All correspondence regarding this project should be addressed to (prior to the hiring of the Project Coordinator):

At CARICOM:

Mr. Garfield Barnwell
Director, Sustainable Development
CARICOM Secretariat
Georgetown
Guyana
Tel: (+592) - 222 - 0001 to 75; Ext: 2668 /2645
Fax: (+ 592) - 222 - 0171

At UNEP, on substantive and technical matters to:

Mr. Bakary Kante
Director, Division of Environmental Law and Conventions (DELIC)
P.O. Box 30552, Nairobi, Kenya (official)
P.O. Box 47074, Nairobi, Kenya (personal)
Tel: (254-20) 7624011
Fax: (254-20) 7624300
Email: bakary.kante@unep.org
Gmail: bakary.kante@gmail.com

With a copy to:

Ms. Elizabeth Maruma Mrema
Principal Legal Officer
Division of Environmental Law and Conventions (DELIC)
P.O. Box 30552 Code 00100 (Official)
P.O. Box 47074 Code 00100 (Private)
Nairobi. Kenya
Tel. No. (254 20) 7624252/7623252
Fax. No. (254 20) 7624300/7623926
E-mail: Elizabeth.Mrema@unep.org
Website: <http://www.unep.org>

On fund, financial and budgetary matters to:

Mr. Theodor N. Kapiga, OIC
Quality Assurance and Corporate Services Section
UNEP-DELIC, P.O.Box 30552
Nairobi 00100. Kenya
Tel. No. (254 20) 7623661

Fax. No. (254 20) 7623718
E-mail: Theodor.kapiga@unep.org

With a copy to:

Mr. Christian Marx
Administrative Officer
Budget and Financial Management Service
United Nations Office at Nairobi
Tel: 254-020-624012
Fax 254-020-623755/623918

7.1 Project progress reports

Six (6) months after signature of this Project, and every six 6 months thereafter, except where otherwise agreed, CARICOM shall provide UNEP with narrative progress reports on the Project, using the format given in annex 3, activity reports. The narrative report shall directly relate to the Project and shall at least include:

- Summary and context of the Project;
- Activities carried out during the reporting period (i.e. directly related to the Project description and activities foreseen in this Agreement);
- Difficulties encountered and measures taken to overcome problems;
- Changes introduced in implementation;
- Achievements/results by using the indicators included in this Agreement;
- Work plan for the following period including objectives and indicators of achievement. If the report is sent after the end of the period covered by the preceding work plan, a new work plan, albeit provisional, is always required before such date.

7.2 Final report

Within 60 days of the completion of the Project, CARICOM will submit to UNEP a final report using the format given in Annex 4. The final report shall contain the information in the progress report (excluding the last indent) covering the whole implementation period of the Project, information on the measures taken to identify the European Union as the source of financing plus a summary of the Project's income and expenditure and payments received.

7.3 Financial reports

UNEP shall administer project funds in accordance with United Nations rules and regulations and project expenditures will be reported in line with the standard UNEP format. Financial reporting requirements to the donor are set out in the EC-UNEP Contribution Agreement. These reports will be prepared jointly by CARICOM and UNEP.

(a) Project expenditure accounts

- (1) CARICOM will report quarterly and cumulative annual details of project expenditure to UNEP in line with the budget objects of expenditure as set out in the Project Budget (Annex 1) on a quarterly basis in accordance with the standard format given in Annex 5 to this Project Document.
All expenditure reports will be dispatched to UNEP within thirty (30) days of the end of the period they refer to, certified by a duly authorized official of CARICOM. In particular, the duly authorized official shall certify that:
 - (i) proper books of account and records have been maintained;
 - (ii) all project expenditures are supported by vouchers and adequate documentation;

(iii) expenditures have been incurred in accordance with the activities outlined in the project document.

In addition, CARICOM will provide any financial reports that will be requested by UNEP and the European Commission.

(2) Within ninety (90) days of the completion of the Project, CARICOM will supply UNEP with a final statement of account in the same format as for the quarterly statements, certified by a duly authorised official. If requested, CARICOM shall facilitate an audit by the United Nations Board of Auditors and/or the Audit Service of the accounts of the Project.

(3) Any portion of cash advances remaining unspent or uncommitted by CARICOM on completion on the project will be reimbursed to UNEP within one month of the presentation of the final statement of accounts. In the event of any delay in such reimbursement, CARICOM will be financially responsible for any adverse movement in the exchange rates.

(b) Cash advance accounts

A statement and request of advances of cash provided by UNEP shall be submitted by CARICOM quarterly in the format shown in Annex 2 subject to availability of funds. Each cash advance request will be accompanied by a costed work plan for the corresponding three month period. The costed worked plan will include, at least, a detailed list of activities for the upcoming period, the venue of those activities, the means of implementing those activities (staff, equipment and supplies, etc.) as well as the proposed budget for each activity.

7.4 Terms and conditions

7.4.1 Non-expendable equipment:

CARICOM will maintain records of non-expendable equipment (items costing US\$ 1,500 or more and with a serviceable lifetime of five years or more, as well as items of attraction such as pocket calculators, cameras, etc. costing US\$ 500 or more) purchased with European Commission funds administered by UNEP, and will submit an inventory of all such equipment to UNEP annually, attached to the progress report, indicating description, date of purchase, cost and present condition of each item. Non-expendable equipment purchased with funds administered by UNEP will remain the property of UNEP until its disposal is authorized by UNEP, in consultation with the European Commission. CARICOM shall be responsible for any loss of or damage to equipment purchased with UNEP funds. The proceeds from the sale of equipment (duly authorized by UNEP) shall be credited to the accounts of UNEP. CARICOM will attach to the final report mentioned in paragraph 7.2 a final inventory of all non-expendable equipment purchased under this project, indicating the following: date of purchase, description, serial number, quantity, cost, location and present condition, together with a proposal for the disposal of said equipment.

7.4.2 Responsibilities for cost overruns

Any cost overrun, defined as expenditure in excess of the amount budgeted at the sub-component level of the project budget shall be met by the organization responsible for authorizing the expenditure, unless written agreement has been received in advance, from UNEP. In cases where UNEP has indicated its agreement to a cost overrun by transfer of funds from one sub-component to another, a revision to the project document will be issued by UNEP.

7.4.3 Rate of exchange and responsibility for losses in exchange

UNEP will provide all cash advances in US Dollars (US\$) and CARICOM will maintain project accounts and report all expenditure correspondingly in US Dollars. Any funds converted to and expended in another currency will be reported in US Dollars using the actual rate of exchange prevalent at the time of converting the US Dollar cash advance received or part thereof into another currency. CARICOM will be solely responsible for any loss in exchange and may not charge any such losses towards project costs. Should

CARICOM wish to safeguard project funds provided by UNEP against losses in exchange, it may, inter alia, instruct UNEP in writing to transfer cash advances to an appropriate US Dollar account.

7.4.4 Claims by third parties against UNEP

CARICOM shall be responsible for dealing with any claims which may be brought by third parties against UNEP and its staff, and shall hold UNEP and its staff non-liaible in case of any claims or liabilities resulting from operations carried out by the contractors under this project document, except where it is agreed by CARICOM and UNEP that such claims or liabilities arise from gross negligence or willful misconduct of the staff of UNEP.

7.4.5 Rules governing management and administration of the project

Unless otherwise implied in this Project Document or other agreements between CARICOM and UNEP, the administration and management of the Project by the CARICOM will be carried out in accordance with the relevant rules and regulations generally applicable in the CARICOM's respective jurisdictions (e.g., terms of employment of staff, rules and regulations governing travel and procurement, etc.) and as stipulated in the UNEP Project Manual.

7.4.6 Commitment of project funds and authority to incur expenditure

Authority to incur expenditure against the project budget does not exist until funds have been committed by UNEP after the signature of the project document by all parties.

7.4.7 Earmarked Contribution Budget

Although the European Commission has made a firm pledge to support the Project with an earmarked contribution, UNEP may not commit these funds in excess of the amount actually received by UNEP in cash.

Section 8: Review and Evaluation

In keeping up with the instructions provided in UNEP project manual, CARICOM will undertake annual self-evaluations of the project to determine the extent of achievement of results, status and challenges of project implementation, budget management issues, gender issues, sustainability arrangements, impacts and risks.

The evaluation of the project will be conducted upon project completion to assess whether the objectives and goals were achieved in an effective and efficient manner, and provide recommendations and lessons learned from project implementation.

CARICOM will prepare the sustainability Action Plan on the basis of experiences gained during the course of the project and taking into consideration regional and global sources of funding.

In conformity with its financial regulations, the European Commission reserves the possibility to carry out controls related to Project operations, including field visits.

Section 9: Project budget

Please see Annex 1.

Annex 2: Cash Advance Statement

Statement of cash advance as at							
And cash requirements for the quarter of							
Name of cooperating agency/							
Supporting organization							
Project No.							
Project title							
I. Cash statement							
1.	Opening cash balance at	US\$					
2.	Add: cash advance received:						
	Date				Amount		
3.	Total cash advanced to date	US\$					
4.	Less: total cumulative expenditures incurred	US\$ ()			
5.	Closing cash balance as at	US\$					
II. Cash requirements forecast							
6.	Estimated disbursements for quarter ending	US\$					
7.	Less: closing cash balance (see item 5 above)	US\$ ()			
8.	Total cash requirements for the quarter	US\$					
Prepared by:		Request approved by:					
				<i>Duly authorized official of cooperating agency/ supporting organization</i>			

Annex 3: Progress Report

PROGRESS REPORT UNITED NATIONS ENVIRONMENT PROGRAMME

- 1. BACKGROUND INFORMATION**
 - 1.1 Project Title:**
 - 1.2 Project number (if applicable):**
 - 1.3 Responsible Division(s)/Unit(s) in UNEP:**
 - 1.4 Project starting date:**
 - 1.5 Project completion date:**
 - 1.6 Reporting period:**
 - 1.7 Expected Accomplishment(s):**
 - 1.8 Overall objective(s) of the project:
(maximum quarter of a page)**
 - 1.9 Total budget (US\$):
(specify contributions by donor(s))**
 - 1.10 Partners and Leveraged Resources:**

Describe nature of collaboration with partners. Specify implementing agencies as well as cooperating organizations and state their role.

List the additional resources leveraged (beyond those committed to the project itself at time of approval) as a result of the project (financial and in-kind).

2. PROJECT STATUS

2.1 INFORMATION ON THE DELIVERY OF THE PROJECT			
	ACTIVITIES / OUTPUTS (as listed in the project document)	STATUS (Complete/ Ongoing)	RESULTS/IMPACT (measured against the performance indicators stated in the project document)
1.			
2.			
3.			
4.			
5.			

2.2 If the project activities and outputs listed in the Project work plan for the reporting period have not been completed and/or changes/delays in project delivery are expected, provide reasons and details of remedial action to be taken. Report all difficulties encountered and measures taken to overcome problems. Attach with the progress report a new annual work plan, which will incorporate activities carried or re-scheduled from the reporting period.

3. LIST OF ATTACHED DOCUMENTS (e.g., publications, legislations, reports of meetings/training seminars/workshops with agenda and, list of participants)

- (a)
- (b)
- (c)

Project effectiveness or impact.

Name and title of official of cooperating agency/supporting organization:	Name of project coordinator:
Name of the agency (organization)	
Signature: Date:	Signature: Date:

Annex 4: Final Report

FINAL REPORT

UNITED NATIONS ENVIRONMENT PROGRAMME

1. BACKGROUND INFORMATION

- 1.1 Project Title:**
- 1.2 Project number (if applicable) :**
- 1.3 Responsible Division(s)/Unit(s) in UNEP:**
- 1.4 Project starting date:**
- 1.5 Project completion date:**
- 1.6 Reporting period:**
- 1.7 Expected Accomplishment(s):**
- 1.8 Overall objective(s) of the project:
(maximum quarter of a page)**

- 1.9 Total budget (US\$):
(specify contributions by donor(s))**

- 1.10 Partners and Leveraged Resources:**

Describe collaboration with partners. Specify implementing agencies as well as cooperating organizations and state their role.

List the additional resources leveraged (beyond those committed to the project itself at time of approval) as a result of the project (financial and in-kind).

2. PROJECT STATUS

2.1 INFORMATION ON THE DELIVERY OF THE PROJECT			
	ACTIVITIES / OUTPUTS (as listed in the project document)	STATUS (Complete/ Ongoing)	RESULTS/IMPACT (measured against the performance indicators stated in the project document)
1.			
2.			
3.			
4.			
5.			
<p>2.2 List lessons learned and best practices</p> <p>2.3 State how the Project has nurtured sustainability. Is the Project or Project methodology replicable in other countries or regions? If yes, are there any concrete examples or requests?</p>			

3. LIST OF ATTACHED DOCUMENTS (e.g., publications, legislations, reports of meetings/training seminars/workshops with agenda and, list of participants)

- (d)
- (e)
- (f)

Project effectiveness or impact

Name and title of official of cooperating agency/supporting organization:	Name of project coordinator:
Name of the agency (organization)	
Signature: Date:	Signature: Date:

Annex 5: Quarterly Project Expenditure Accounts

								Annex 5		
QUARTERLY PROJECT EXPENDITURE ACCOUNTS FOR										
Quarterly project statement of allocation, expenditure and balance (in US\$) covering the period from to										
Project Number: MT/..... UNHCR Project.....				Supporting Organization:						
Project Title:										
Project Commencing:				Project Ending:						
BUDGET ITEM			Project Budget allocation for year 1999		Expenditure incurred				Unspent balance for year 1999	
					For the quarter ending		Cumulative expenditures for this year			
			m/m	Amount	m/m	Amount	m/m	Amount	m/m	Amount
10 PERSONNEL COMPONENT										
1100	Professional Staff (Title & Grade)									
1199	Sub-Total									
1200	Consultants									
1299	Sub-Total									
1600	Travel Staff									
1699	Sub-Total									
1999 Component Total										
20 SUB-CONTRACTS COMPONENT										
2100	Subcontracts-UN									
2200	Subcontracts Non-UN									
2299	Sub-Total									
2999 Component Total										
30 FELLOWSHIPS										
3100	Fellowships									
3199	Sub-Total									
3200	Group training									
3299	Sub-Total									
3300	Fellowships									
3399	Sub-Total									
3999 Component Total										
40 EQUIPMENT										
4100	Expendable equipment									
4199	Sub-Total									
4200	Non-expendable equipment									
4299	Sub-Total									
4300	Premises									
4399	Sub-Total									
50 MISCELLANEOUS COMPONENT										
5100	Operation									
5199	Sub-Total									
5200	Reporting/Printing costs									
5299	Sub-Total									
5300	Sundry									
5301	Secretariat communication costs (telephones/telex)									
5399	Sub-Total									
5400	Hospitality									
5499	Sub-Total									
5999 Component Total										
99 TOTAL										
				Signed:						
				Duly authorized official of the supporting organization						

Annex 6: European Community Contribution Agreement with an International Organisation (9 ACP RPR 124-02)