

Date: 30 May 2003

Ref.: SBC/Project Proposals

Dear Sir/Madam,

During the sixth meeting of the Conference of the Parties to the Basel Convention held from 9 to 13 December 2002, the Parties requested the secretariat to organize and compile the project proposals presented by Parties or the Basel Convention Regional Centres for Training and Technology Transfer (BCRCs) for submission to the Open-ended Working Group for consideration.

The first session of the Open-ended Working Group decided that, taking into account the consideration given to certain regions during its first meeting, on an exceptional basis, only proposals of the Basel Convention Regional Centres or Parties from regions other than Africa and Latin America and the Caribbean will be considered at the second meeting of the Open-ended Working Group, scheduled to be held in Geneva from 20 to 24 October 2003.

In order to assist and guide the Parties and the BCRCs in the formulation of their project proposals, the secretariat has prepared the following material:

- ✓ **CALL FOR SUBMISSION OF PROJECT PROPOSALS**
- ✓ **UNEP PROJECT PROPOSAL FORMAT (including the UNEP BUDGET FORMAT)**

The Secretariat would be grateful to receive the draft project proposals in electronic form at the following address: sbc@unep.ch and nelson.sabogal@unep.ch not later than 30 June 2003, with the possibility of reviewing and finalizing the proposals bilaterally with the secretariat in view of their final submission at the latest on the **31st of July**. No proposals reaching the secretariat later than 31st of July will be accepted by the secretariat.

Best regards,



Sachiko Kuwabara-Yamamoto
Executive Secretary