

# **GUIDELINES FOR THE PREPARATION OF THE BUSINESS PLANS (2014-2015) OF THE BASEL CONVENTION REGIONAL AND COORDINATING CENTRES**

## ***Background***

The Business Plans are one of the most important documents for the Basel Convention regional and coordinating centres because:

1. The Business Plans define the needs of each region in relation to projects and capacity building activities in support of training and technology transfer on the environmentally sound management of hazardous and other wastes;
2. The Business Plans are the basis upon which BCRCs assist in the implementation of the Strategic framework for the implementation of the Basel Convention for 2012–2021, decision BC-10/2 adopted at COP 10;
3. The Business Plans could move forward the proposals included in the recommendations of the Indonesian-Swiss country-led initiative to improve the effectiveness of the Basel Convention, decision BC-10/3;
4. The Business Plans should look for lead or possible cooperation on the implementation of the joint activities contained in Annex I to decision BC-10/29 on Enhancing cooperation and coordination among the Basel, Rotterdam and Stockholm conventions;
5. The Business Plan contains updated information on governance and administration arrangements of each Centre;
6. The Business Plan is a management tool that will guide your Centre. The Business Plan conveys what your Centre does and how it will be managed and more important the Business Plan can help to get funds.

In order to further develop the Business Plan, it is recommended to examine the decisions of the Tenth meeting of the Conference of the Parties to the Basel Convention (COP 10).

The purpose of the present guidelines is to build upon the experience gained through the preparation of the previous Business Plans in consistency with the relevant decisions of COP 10.

Examples and information previously submitted by the Centres are included in the Guidelines for the Preparation of Business Plans (2014-2015) of the Basel Convention Regional and Coordinating Centres.

The format and structure of the Business Plans (2014-2015) are similar to the previous Business Plans. However, taking into account the growing cooperation between the Basel Convention and other entities, the coordination between the Directors of BCRCs with the Directors of Stockholm Convention Regional Centres, UNEP and FAO regional Offices (especially in the same region) will require specific efforts. The Business Plans 2014-2015 must therefore reflect a coordinated view between the existing offices in the region.

Please kindly submit to the Secretariat the Business Plans for the biennium 2014–2015 by **28 December 2012**.

## Proposed structure of the Business Plan 2014-2015:

### Executive Summary of the Business Plan 2014-2015 (1 page)

#### I - Information on the Centre

*A – Vision*

*B - Background on the Centre*

*C – Governance*

*D - Contact information*

#### II – The Centre and the Basel Convention

*A – Performance of the core functions*

*B – Opportunities for improvement*

*C – Cooperation with the Rotterdam and Stockholm Conventions*

*D – Joint activities*

*E – Partnership activities*

### III – Regional Needs Assessment (2- 3 pages)

#### IV – Proposed activities

*A - Maintenance of the Centre and staff training activities;*

*B - Activities for the implementation of the Strategic Framework and the Country-Led Initiative (CLI)*

*C- Synergies activities*

*D – Other capacity building activities*

#### V – Financial information

*A – Financial information about the Centre*

*B – Main partner institutions*

*C – Proposed budget for activities (2014-2015)*

#### Annex

*I – List of focal points and endorsement*

**The following is a description of the elements to be included in the Business Plan (with examples):**

Executive Summary of the Business Plan 2014-2015 (1 page)

The summary needs to include the priority needs of the region, a summary of the vision of the Centre, its achievements key activities.

Example: (Translated from the Business Plan 2008-2009 of BCCC-Uruguay):

This Business Plan prepared for the period 2007-2008 aims to continue the implementation of the Ministerial Declaration and the Strategic Plan of the Basel Convention to 2011, taking into account the realities and needs of developing countries. The activities and projects proposed uphold the lines of the previous Business Plan and build on the experience acquired while embracing the "vision of the Centre for consolidated conjunction with the Regional Centres, as the leading institution for the countries of Latin American and the Caribbean in the process of capacity building, strengthening and specialization toward minimizing health and environmental risks by means of integrated hazardous waste and substances management, within a framework of sustainable development".

The plan is formulated contemplating the need to conceptualise the projects, programmes and activities of an integrated hazardous waste and substances management scenario, paying attention to the life cycle of substances and products, hence, its execution is expected to contribute facilitating the implementation of the Basel, Rotterdam and Stockholm Conventions as a whole.

The Coordinating Centre sees itself as a strategic actor, facilitating the processes of national and regional capacity building and strengthening through training of the key actors in environmentally sound hazardous waste and substances management, as well as the preparation and divulgation of specialized information. The execution of regional projects, in coordination with the Regional Centres, is thought to be a basic strategy for the transference of technology and successful experiences.

It is in this sense that for this period have identified the following strategic lines of action:

- a) Strengthening the Coordinating Centre and its relationship with the Regional Centres of Latin America and the Caribbean to position the network of Centres of the Basel Convention as leaders in the control and environmentally sound management of hazardous substances and wastes;
- b) Development and strengthening awareness programs and outreach in the field of hazardous waste by integrating all the areas covered by the Convention;
- c) Strengthening national capacities of countries in the region to implement the obligations of the Convention through training and transfer of technology for minimizing waste generation and prompt the environmentally sound management of hazardous substances and wastes, minimizing health and the environment risks and supporting synergy in the implementation of the Basel, Rotterdam and Stockholm Conventions.

The budget for 2007-2008 consists of USD 114,000, corresponding to the Coordinating Centre's essential activities, and USD 2,678,000, corresponding to the activities and projects whose execution during the term is considered possible. For the execution of these projects and activities, a number of cooperation agencies have been preliminarily identified—one of the very first activities of the term being negotiating agreements that allow for the availability of the necessary funds. The support of the Secretariat is considered essential in securing agreements.

## I - Information on the Centre

### **A – Vision**

Vision is a brief paragraph summarize the main objectives of the Centre

Example (translated from the Business Plan for 2007-2008 of the BCRC-El Salvador):

Central America has the BCRC-El Salvador as a window of technological and financial solutions for the safe and environmentally sound management of hazardous chemicals, including prevention and minimization of their generation, as well as awareness and education of the population contributing to the improvement of health, environment and competitiveness.

### **B – Background on the Centre**

Background should contain general and summarized information on: The process of the establishment of Centres, countries serviced and its priorities, main achievements and ongoing activities.

An annex should be included listening the contacts of all focal points within the region.

Example (adapted from the last BCRCs Brochure):

The Basel Convention Regional Centre for the South American Region is based in Buenos Aires, Argentina, and has been operational since 2002. The Centre is hosted by the National Institute for Industrial Technology (INTI). The Centre receives financial assistance from Argentina, INTI, the UK, UNEP-Chemicals and the Basel Convention Trust Fund.

The Basel Convention Regional Centre for the South American Region serves the following countries: xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx and xxxxxxxx (See Annex I)

Among the recent activities that were undertaken by the Centre is the project Inventory of electrical and electronic waste in South America which developed initial inventories of electrical and electronic waste in South America. The project also developed 3R (Reduce, Reuse and Recycle) policies for end-of-life electrical and electronic products, promoting the environmentally sound management of e-waste.

Currently the Centre is implementing a project xxxxxxxxxx, financed by xxxxxxxx, with the aim to reinforce the institutions of country xxxxxxxx and xxxxxxxx in relation to the management of chemicals on the framework of Basel, Stockholm and Rotterdam Conventions. The Centre also submitted, together with the Secretariat of the Basel Convention, a proposal to participate in the SAICM Quick Start Project entitled “xxxxxxxxxxxxxxxxxxxxxxxxxxxx”.

### **C. Governance**

This is a new item where indication should be made in regard to:

- a) Ratification of Framework Agreement;
- b) Appointment of Director;
- c) Bank Account;
- d) Designation of National Authority; and
- e) Steering Committee

This section should contain as much detail as possible in order to encourage donors to provide resources to the Centre.

Example:

The Basel Convention Coordinating Centre of Uruguay is an entity hosted by the government of Uruguay with a regional mandate accorded to the Centre by decision VI/3 of the Conference of the Parties to the Basel Convention on the Transboundary Movement of Hazardous Wastes.

In 19 December 2002 the government of xxxxxxxxx, as the host government of the Centre, ratified the Framework Agreement with the Secretariat of the Basel Convention.

National legislation n. 2000 from 2004 provides the legal framework for the operation of the Centre. The Director of the Centre, Mr. xxxxxx xxxxxxxx has been appointed by the act from the parliament xxxxxx from 17 October 2007, published on the official records in 30 November 2007.

Since 2005 the Centre has a bank account in the bank xxxxxxxxx in the city of xxxxxxxxx. The bank account has been audited two times by independent auditors xxxxxxxx hired by the government of xxxxxxxxx.

A Steering Committee for the Centre has been formed since 2002. So far 2 meetings of the Steering Committee have been hosted by the Centre. The first in 2004 and the second in 2007.

## ***D – Contact information***

The name of the person designated as the head or main contact point of the Centre should be indicated. If his/her mailing and e-mail address, or telephone and telefax numbers do not correspond with those given in the preceding section for the Centre, they should be indicated. The full name and mailing address of the Centre should also be indicated, including telephone and telefax numbers, as well as the e-mail address of the Centre.

Example (Taken from the Business Plan 2008-2009 of BCRC-Slovakia):

Basel Convention Regional Centre for Central Europe  
Ms. Dana Lapešová (Director)  
Hanulova 5/D  
844 40 Bratislava  
Slovak Republic  
Phone: + 421 2 60201639  
Fax: + 421 2 60201651  
E-mail: [dana.lapesova@sazp.sk](mailto:dana.lapesova@sazp.sk)

## **II – The Centre and the Basel Convention**

### ***A – Performance of the core functions***

Write a summary of the activities that have been developed by the Centre according to the Core functions of the Centre. A list of core functions of the Centres can be found in page 39 of the document: <http://www.basel.int/meetings/cop/cop6/english/Report40e.pdf#VI03>

Example (based in the Assessment of BCRC-SEA for the COP 9):

The Basel Convention Regional Centre for the Southeast Asia have been working in cooperation with the countries in the region in light of the core functions of the Basel Convention Regional Centres established in decision VI/3 of the Conference of the Parties.

The contribution of the Basel Convention Regional Centres for the implementation of the Basel Convention and its Strategic Plan has been recognized by the Parties of the Basel Convention in decision OEWGV/2.

Although the impact of the BCRC-SEA has never been formally assessed, it is estimated that the current support of the countries served by the Centre indicates that the activities coordinated by the BCRC-SEA are having a positive impact in the region.

Among the main achievements of the BCRC-SEA is the preparation of workshops concerning different hazardous wastes topics. The Centre also has served as a facilitator for technology transfer within the region, specifically by the preparation of case studies and development of technical guidelines.

## ***B – Opportunities for improvement***

This is a part of the Business Plan when challenges to the implementation of the core functions of the Centres will have to be identified in order to justify the activities proposed for the maintenance of the Centre and the training of its staff in the part IV of the Business Plan.

Example (based in the Assessment of BCCC-Nigeria for the COP 9):

Despite the involvement of the BCCC-Nigeria in many activities related to the implementation of the Basel Convention, some obstacles were identified for the performance of the core functions of the Centre. Among these obstacles are financial limitations, absence of partners and the delay in the legal establishment of the Centre.

Also, in relation to activities involving technology transfer, lack of training on the development of project proposals, insufficient training in new technologies, absence of commercialization of research findings, the need for a database on Best Available Technologies (BAT) and Best Environmental Practices (BEP), absence of project management skills, absence of strategy, issues concerning intellectual property rights and absence of a programme involving small and medium enterprises are considered to be important challenges.

Finally, the lack of a regional database on African Experts on hazardous and chemicals wastes, the lack of compendium of successful technologies on hazardous wastes, the lack of pilot projects and the low level of cooperation among developing countries were appointed as the main challenges on the spread of new technologies in the management of hazardous wastes.

## ***C- Cooperation with the Rotterdam and Stockholm Conventions***

This part was already presented in the former Business Plan but it is expected to have been substantially improved since the previous version. The Centres should outline their recent activities aimed to ensure coherence among centres and other offices in the region (eg. Meetings participated, common projects with Stockholm Centres, cooperation between Basel Convention Regional Centres, etc.

Example (based in the Assessment of BCRC-China for the COP 9 and report of COP 4 of the Stockholm Convention):

In light of the decision IX/10 of the Conference to the Parties of the Basel Convention in regard to the cooperation and coordination among the Basel, Rotterdam and Stockholm conventions, it is important to highlight that BCRC-China has been involved in the implementation of activities with other MEAs Secretariats. These activities include the participation in regional workshops coordinated by other conventions and the organization of a regional workshop in cooperation with other Secretariats.

(...)

It is also important to highlight that BCRC-China was endorsed as Stockholm Convention Regional Centre in 2009 by the fourth meeting of the Conference of the Parties of the Stockholm Convention.

## ***D- Joint activities***

Differently than the previous section, this section describes the activities carried out or supported by the BCRC that were related to the implementation of other conventions (Rotterdam Convention, Stockholm Convention), UNEP (including SAICM, UNEP Chemicals or UNEP DTIE), and other organizations (Montreal Protocol, FAO, etc).

Example (translated and adapted from the submission by the BCRC-El Salvador on joint activities for COP-10 of the Basel Convention):

The BCRC El Salvador co-organized with the Secretariats of the three conventions a regional awareness raising workshop on Enhancing Cooperation and Coordination for the implementation of the Basel, Rotterdam and Stockholm Conventions in Central America and the Caribbean. Participants were informed about the synergies process and the need to carry it to the national, regional and subregional levels. The current state of the implementation of the three conventions was reviewed and existing obstacles and ways to overcome them were analysed. The workshop also included a module on the development of fund raising strategies.

The BCRC El Salvador has developed in coordination with the Secretariats of the Basel and Stockholm conventions and the Secretariat of the Montreal protocol an initiative on the co-destruction of ozone-depleting substances (ODS) and persistent organic pollutants (POPs) in Central America. This initiative is based on the implementation of two complementary projects on the “Pilot destruction of ODS and POPs and Legal Analysis of Feasibility of Transboundary Movements within Central American countries” and the “Feasibility Assessment and Preparation of National Destruction Plans of ODS and POPs for six Central American Countries”.

### ***E- Partnership activities (optional)***

The involvement of the BCRCs in activities related to partnerships is being encouraged by the Conference of the Parties and it is a good opportunity for the Centres to propose activities involving the private sector and to acquire resources. The involvement in PACE partnership activities is thus encouraged and should be included in this section of the Business Plan. In the other hand, Centres that do not plan to work with the private sector should skip this section.

Example (based in the Assessment of BCRC-Egypt for the COP 9):

The possibility to expand the functions of the Centre in order to promote the integration of ESM of hazardous wastes in public-private partnerships is relatively low because of the lack of culture and information on public-private processes.

Nevertheless, the Centre has been participating in activities in order to work with the private sector with small and medium companies. In addition BCRC-Egypt will develop activities in the framework of the Partnerships for Action on Computers and Equipments (PACE).

### **III. Regional Needs Assessment – (2- 3 pages)**

A Needs Assessment should provide baseline information on the current status of implementation of the Basel Convention in the region. Ideally this part should be prepared in consultation/cooperation with the Steering Committee of each Centre (or with the focal points of the countries serviced by the Centre).

A list of focal points to the Basel Convention is available in:

<http://www.basel.int/Countries/CountryContacts/tabid/1342/Default.aspx> (select focal points)

It is suggested that this part should be reviewed together with the proposed activities and the financial information every Steering Committee meeting.

A Needs Assessment should indicate the following information:

- Status of signature and ratification in each country of the region;
- Status of legislation in each country of the region;
- Status of reporting for the Basel Convention (under article 13 of the Convention) within each country of the region;
- Successful implemented country regional project/activity in the priority areas of the Basel Convention that needs to be reinforced;

Ideally, this assessment shall take into account:

- International/regional initiatives within the region;
- Recycling facilities in each region;
- Partnership opportunities;
- National strategies for hazardous and other wastes;
- The status of the environmentally sound management of priority wastes in the region (i.e. what are the priorities for each country)

Some relevant information about hazardous wastes in countries can be accessed at the online reporting database: <http://www.basel.int/natreporting/questables/frsetmain.html>

Finally, it is important to note that the regional needs should be coherent with the proposed activities described in section IV.

Example (Taken from the Business Plan 2007-2008 from BCRC SPREP):

#### Regional Needs Assessment

Over recent year, the environment has enjoyed a greater prominence in many parts the developed world in political and social reasoning. This has allowed the concept of sustainable development to flourish and many countries have embraced it with enthusiasm. Sadly in the developing world however, this is not generally the case, where inevitably economic sustainability is perceived as the first priority, usually at the cost of the environment and social structures. The small island nations of the Pacific region are no exception. While most of the countries have made significant steps towards protecting the environment, much remains to be done. There are also a number of legacies of the past that are to be addressed, and one of those legacies is the result of mismanagement of chemicals and hazardous wastes.

Nearly all the problems with hazardous wastes arise both because of their inherent hazardous and toxic properties and because of inadequate chemical management and pollution control systems in the countries. For the situations in the Pacific, all the current hazardous waste problems have been caused by historical activities.

#### Regional Concerns and Needs

In recent times, a significant amount of work in the area of waste management has been undertaken in the region. The following regional plans have been put in place to address the various components of the waste stream and are now being implemented. These include:

- The Pacific Wastewater Framework for Action (SOPAC, 2001)
- The Pacific Ocean Pollution Prevention Programme (PACPOL)
- The Pacific Regional Solid Waste Management Strategy (SPREP, 2005)
- Preliminary Elements for the development of an Integrated Waste Management Strategy for the Pacific Island States (SWC-SBC, 2005)

There is currently no regional plan for dealing with hazardous waste at both the regional and national levels but there are many activities that are being undertaken to manage hazardous waste. In recent times, there have been a number of regional hazardous waste projects implemented by SPREP in conjunction with UNEP and AusAID. These include the:

- The UNEP-funded Regionally Based Assessment of Persistent Toxic Substances project
- The AusAID-funded Persistent Organic Pollutants in Pacific Islands Countries (POPs in PICs) project

Both these projects involved undertaking a survey of the countries in the region of determine the types and volumes of the hazardous wastes as well as assessing the systems in country that were involved in the management of hazardous waste. These also included the identification of the barriers and priorities of issues that were pertinent to the management of these types of wastes.

The conclusions that these two projects were divided into two categories:

#### A Barriers to improved management of chemicals and hazardous wastes:

- Lack of knowledge of chemicals and hazardous wastes issues
- Lack of targeted and user-friendly information on chemicals and hazardous wastes issues
- Lack of adequately trained personnel and the need for much more institutional strengthening
- Lack of in country trainers
- Lack of coverage of new emerging issues in existing educational curricula



- Lack of awareness of current training programmes
- Lack of information for students on career opportunities in chemical management
- Failure by some governments to give higher education priority
- Lack of knowledge on human and environmental toxicity of hazardous wastes
- Poor systems in countries for chemical handling, storage and use, and information management
- Lack of data on fate and transportation of chemicals and hazardous wastes in the region
- Poor regional and national inter-agency collaboration/cooperation in chemicals and hazardous waste management, including information sharing
- Lack of appropriate legislation in some countries
- Poor community responses to existing legislation and education programmes
- Lack of public participation in chemical and hazardous waste management activities
- Lack of knowledge on alternatives to certain toxic chemicals
- Lack of donor support for community based projects aimed at better chemicals and hazardous waste management
- Political instability and interference
- Lack of established control systems, including legislations, for managing chemicals and hazardous wastes
- Lack of information on the types and volumes of materials being brought into the countries, or already there;
- An absence of appropriate disposal facilities and is expensive to move them to another country for disposal purposes
- PICs still learning about the requirements of regional and international MEAs such as Waigani, Basel, Stockholm and Rotterdam Conventions and the procedures therein

B Priority needs and issues for chemical and hazardous waste management

- Education, Training, Community Awareness and Participation
- Chemical management systems, Technology, Information and Research
- Adequate funding and improved cooperate funding arrangements
- Appropriate legislation development and drafting training
- Compilation of expertise list in the region
- Relevant capacity building activities through need specific training
- Activities to support the reduced used of hazardous and toxic chemicals in the Pacific including the promotion of cleaner production and integrated pest management

Due to its infancy, many of the countries are only now beginning to put in place Action Plans to address many of these barriers and issues. The countries have also recognised the benefits of taking a synergistic approach to chemical and hazardous waste management by integrating the relevant MEAs and frameworks such as Waigani, Basel, Stockholm and Rotterdam Conventions.

#### IV – Proposed activities

The idea is that the proposed activities should contain only essential information about each project (Name, countries, timeframe, budget and description of the objective and outputs) in around 3 paragraphs. In this sense, this is different from the previous business plans when the project proposals were more detailed.

Activities that were proposed on previous plans and were not implemented may be included in the 2014-2015 Business Plan, also follow up activities related to projects already implemented are encouraged.

The proposed activities should be agreed with the countries in the region and separated in: A) Maintenance of the Centre and staff training activities; B) Activities for the implementation of the Strategic Framework and the Country-led Initiative (CLI); C) Synergies activities; and D) Other capacity building activities.

#### ***A - Maintenance of the Centre and staff training activities;***

The objective of the new part is to cover staff training activities and activities for the maintenance of the Centres. This has been done in the previous Business Plan by some of the Centres, but it is important to separate these activities in the new Business Plan.

Example (Taken from the Business Plan 2007-2008 from BCCC-Uruguay):

**Spreading the Coordinating Centre and the network of centres (Activity 4 - A4)**

Objectives: Keep the image of the Coordinating Centre and disseminate the services and activities developed by this network and the Centres for Latin America and the Caribbean.

Specific tasks:

- Update and maintain the website of the Coordinating Centre
- Coordinate and dissemination activities compatible with the other regional centres to better position the supply of network services.
- Provide the service for the dissemination of activities and projects in the countries of the region.
- Publication and distribution of materials for dissemination and development of electronic newsletters to publicize the services and activities of the Centres Network to a group of key actors.

Expected results:

Dissemination of at least 2 activities or projects conducted annually in countries of the region.

Dissemination of annual publications printed or in electronic format.

Executive: Coordinating Centre

Indicator: Number of consultations to website

No. outreach actual / projected

Number of publications developed / planned.

Budget: U S \$ 10,000 - Included in the budget for the Centre.

**Participation in events, regional and international (active 5-A)**

Objectives: To achieve a better positioning of the Coordinating Centre and the Regional Centres in all areas through various forms of participation.

Specific tasks

1. Identification of events of interest and mode of participation. (Personal, material, booth, brochures, etc.).
2. Search for resources and participation in events

Expected results: Presence of the Centre in 2 instances annually.

Executing Units: Coordinating Centre (project)

Indicator: Number of shares held by the Coordinating Centre.

Budget: U S \$ 10,000 Included in the budget for the Centre

**Systematic communication (Activity 6 - A6)**

Objectives: To strengthen the interaction between the Centres on topics related to programs and projects, development of business plans, negotiations with donors, discussion of documents related to the centres, participation in meetings of various organs of the Convention. Maintain a mechanism for consultations on countries in a systematic and documented.

Description: The communication system provides for two types of projected levels of communication: Steering Committee meetings and contacts at a distance. Topics are related to programs and projects, development of business plans, negotiations with donors, discussion of documents related to the centres, participation in meetings of various organs of the Convention.

Specific tasks:

1. Regular communication
2. Development of tools that facilitate communication and exchange of information through the Internet.
3. Search for resources for the realization of the Steering Committee meeting.
4. Completion of at least one meeting of the Steering Committee biannual face or videoconference, according to the availability of funds.
5. Completion of at least a bi-annual consultation with the countries
6. Availability and development of a database with information on the consultations.

Expected results: Consolidation of a communication system (exchange) to enable efficient and effective interaction among the centres in at least three strategic areas of the Centres per year and a biannual meeting. Performing a biannual consultation with the countries of the region.

Executing Units: Coordinating Centre (project)

Indicators: Number of items analyzed by the Centres per year.

Number of committee meetings on the actual projected.

No. of consultations / projected.

Budget: U S \$ 15,000

**Implement a system of consultation on regional needs for improved management of hazardous substances and wastes. Project 1 - P1**

Objective: Developing a methodology for consultation and implementation of an information system to improve the level of information and maintaining the needs identified in the countries of the region on the management of hazardous substances and wastes as a basis for the strategy support of the Centres Network Latin America and the Caribbean and to assess the effectiveness of measures implemented.

Macro-activities:

- Definition of key information to collect
- Identification of national actors involved in the management of chemicals and wastes at national and local levels.
- Development of management indicators for substances and wastes.
- Survey of availability of information and national needs of systematization
- Guidelines for systematizing the information identified as the key.
- Development of an information system that supports the information defined as key developed on free software.
- Implementation of two pilot projects in two countries in the region of systematization of information.
- Development of a regional consultation on the proposed methodology.
- Setting methodology and development of methodological guide for systematization of information.
- Report of diagnosis and development of proposals for regional action to improve the level of information.

Geographic coverage: Latin America and the Caribbean

Executing Units: Coordinating Centre and Regional Centres

Duration: 18 months

Budget: U S \$ 95,000

**Training to NGOs and the Media (Project 2 - P2)**

Objectives: To develop training program for NGOs and media on integrated management of hazardous waste, hazardous substances management and risk communication.

Macro-activities:

1. Regional survey of information needs and training of the target, identifying the deals already in place.
2. Development of a database containing information of national and regional NGOs related to the topics of management of hazardous substances and wastes.
3. Development of a database of major media in the countries of the region.
4. Design strategy of training and preparation of supporting materials for each of the public goals. Supporting materials shall be composed of material that will accompany the issuance of the course, as well as material specifically designed for the awareness and dissemination.
5. Issuance of a distance learning course for NGOs and a distance learning course for communicators.
6. Issuance of two courses in two countries of the region.
7. Development of proposed permanent training awareness and dissemination for the region and methodological guide for national implementation.

Geographic coverage: Latin America

Executing Units: Coordinating Centre

Indicators: Number of trained communicators

No members of NGOs trained

Results of the evaluation of the training courses

Deadline for completion: 12 months

Budget: U S \$ 90,000

***B - Activities for the implementation of the Strategic Framework and the Country-Led Initiative (CLI)***

This part should address the goals of the Strategic Framework, the recommendations contained in the sections A to G of the CLI and concentrate on the Priority waste streams, based on national needs:

1. Electrical and electronic wastes (e-waste);
2. POPs wastes and other hazardous substances wastes;
3. Dismantling of ships;
4. Mercury wastes;
5. Implementation of Basel Convention related tools to strengthen the legal system, enforcement and competent authorities at regional and national levels.

Activities developed in this section should take into account the needs of the region.

***C – Synergies activities (optional)***

This part should list the activities that were developed for the joint implementation of the three conventions (Basel, Rotterdam and Stockholm) or the implementation of any of these MEAs. This

section is a good opportunity to show that the BCRC is really helping contributing to the synergies process.

Example (Adapted from the Small Grants Programme project proposal submitted by the BCRC Slovakia in 2011)

**Strengthening the capacity of Croatia, Montenegro and Serbia to monitor and control transboundary movement of chemicals and hazardous waste**

Objective: Building capacities of customs officers and the sanitary and environmental inspectorate by establishing a effective and coordinated mechanism at the national level.

Countries: Croatia, Montenegro and Serbia

Time frame: 1 year

Budget: USD 50,000

Outcome: Assessment of the current status of legal framework; proposal for joint national action plan for all three Conventions; Presentation of results at a final workshop.

***D - Other capacity building activities (optional)***

In this part Centres can propose activities that address some regional needs that were mentioned in the Steering Committee (eg. mercury, used tires, etc). This part is also important to propose activities related to partnerships. This part is optional.

Example (Translated from the Business Plan 2009-2011 from the BCRC-Senegal)

**8.1.12. Organisation of a training workshop on the environmentally sound management of mercury in artisanal and small-scale gold mining in Western Africa**

Objective: The programme aims at reducing the risks resulting from the widespread use of mercury in artisanal gold mining. Reduce the use of mercury; Enhance capacities of miners to handle mercury in an environmentally sound manner; Enhance the economic conditions of miners;

Duration – schedule – location: The training will cover mining techniques, microfinance et trade. The programme will take two years (2010/2011) and will target essentially the gold washers.

Associated costs and source of financing: The costs of the training are estimated at USD 600,000 and potential partners are UNEP/Basel Convention, UNIDO, EU, US EPA and Norway.

Result: The gold miners will be trained about the risks and environmentally sound techniques; All miners will have access to recommended tools; The gold washers adopt and implement the environmentally sound techniques that reduce the impact of mercury on health and the environment.

**V – Financial information**

***A – Financial information about the Centre (optional)***

The Centre may choose to provide information about the resources that are given to the Centre in order to ensure transparency to potential donors.

This example is from the Business Plan for BCCC-Uruguay (2007-2008)

| <b>Table I: Expenditures related to the work of the Centre (2007-2008)</b> |                                |                       |            |              |
|--|--------------------------------|-----------------------|------------|--------------|
|  | <b>Ministry of Environment</b> | <b>Host institute</b> | <b>SBC</b> | <b>Total</b> |
| Director   | 13.000                         |                       |            | 13.000       |
| Project Director   | 13.000                         |                       |            | 13.000       |
| Secretary  | 7.000                          |                       |            | 7.000        |

|                      |               |               |               |                |
|----------------------|---------------|---------------|---------------|----------------|
| Assistants           | 6.000         |               |               | 6.000          |
| Building             |               | 20.000        |               | 20.000         |
| Communication        |               | 10.000        |               | 10.000         |
| Maintenance          | 4000          | 12.000        |               | 16.000         |
| Others               | 3000          | 6.000         |               | 9.000          |
| Publications         |               |               | 10.000        | 10.000         |
| Traveling            |               |               | 10.000        | 10.000         |
| Sub total            | <b>46.000</b> | <b>48.000</b> | <b>20.000</b> |                |
| <b>TOTAL in U\$S</b> |               |               |               | <b>114.000</b> |

### ***B – Main partner institutions***

This is the time to list the main partners of the centres in the maintenance of the centre and on the development of activities. Examples of partners are national institutions, NGOs, bilateral aids (e.g. Finland, SIDA, UK, JICA, Australia, United States), international organizations (e.g. GEF, UNEP DTIE, and SAICM) and regional banks (e.g. African Development Bank).

This is not only important for the recognition of old donors but also to demonstrate the strength of the Centre in working with different partners.

Example (Taken from the Business Plan 2007-2008 from BCRC-SEA):

#### Financial Resources

##### Current main sources of funding:

- Ministry of Environment, Republic of Indonesia
- SBC, Trust Fund

##### Potential future sources of funding:

- ADB
- GEF
- UNIDO
- JICA
- CIDA
- ASEAN
- World Bank
- Parties in the region
- Others

#### External Resources

##### Current key partners and stakeholders:

- SBC/UNEP
- Ministry of Environment of Indonesia
- Parties in the region

##### Key Partners and stakeholder in the future

- Donors
- Governmental departments
- Industries
- Academic institutions
- Non-governmental organizations

You may check the following publication:

### **Guidance Note on the Framework for Financial Resource Mobilisation for Implementing the Strategic Plan for the Basel Convention**

This guidance is available on the SBC's web site at the following address:

This Guidance on Financial Resource Mobilisation for Implementation of the Strategic Plan for the Basel Convention has two parts:

Part I - Draft Guidance Note and

Part II - Fact Sheets on Possible Funding Sources for Waste Management

***C – Proposed budget for activities (2014-2015)***

Example of BCRC estimate budget for the year 2014-2015:

| <b>BCRC xxxxx - ESTIMATED INCOME AND EXPENDITURE FOR 2012/2013</b> |             |             |              |
|--|-------------|-------------|--------------|
| <b>INCOMES (ESTIMATE)</b>  | <b>2012</b> | <b>2013</b> | <b>Total</b> |
| Allocations from host governments                                  |             |             |              |
| From Basel Convention (Technical Cooperation Trust Fund)           |             |             |              |
| From other MEAs  |             |             |              |
| From donors  |             |             |              |
| Private partners   |             |             |              |
| Subtotal   |             |             |              |
| <b>Total Incomes</b>   |             |             |              |
| <b>EXPENDITURES (ESTIMATE)</b>                                     |             |             |              |
| <b>CORE</b>  |             |             |              |
| Personnel  |             |             |              |
| Subcontracts   |             |             |              |
| Travel and Subsistence   |             |             |              |
| Training/Learning  |             |             |              |
| Equipment, supplies and premises                                   |             |             |              |
| General operating expenses (telephone, internet, electricity, etc) |             |             |              |
| Subtotal   |             |             |              |
| <b>PROJECTS</b>  |             |             |              |
| Project I  |             |             |              |
| Project II   |             |             |              |
| Project III  |             |             |              |
| Project IV   |             |             |              |
| Project V  |             |             |              |
| <b>WORKSHOPS AND TRAINING ACTIVITIES</b>                           |             |             |              |
| Activity I   |             |             |              |
| Activity II  |             |             |              |
| Activity III   |             |             |              |
| Subtotal   |             |             |              |
| <b>Total Expenditures</b>  |             |             |              |
|  |             |             |              |

Annex

I – List of focal points and endorsement