

**Format for reporting
on the activities undertaken by the nominated Stockholm Convention centres in
assisting Parties to implement the Convention**

Mandate

1. Paragraph 7 of decision SC-3/12: TOR for the selection of regional and subregional centres for capacity-building and the transfer of environmentally sound technologies under the Stockholm Convention, requests the secretariat to prepare a report on the activities of the nominated Stockholm Convention centres to the COP for consideration at its next meeting.
2. Further, paragraph 8 of the same decision underlines the performance of regional and subregional centres to be evaluated by the COP according to the criteria set out in annex II of SC-2/9.
3. According to the criteria for evaluating the performance of regional or subregional centres as set out in the annex II of the decision SC-2/9, a successful centre in assisting Parties in implementing the Convention:
 - a. Demonstrates the capacity to identify, document and implement the actions and practices
 - b. Achieves concrete and measurable results – capacity building in technical assistance and technology transfer
 - c. Identifies, undertakes and serves to advance cooperation, collaboration and synergies
 - d. Identifies additional financial resources and other donors for funding
 - e. Manages and conducts all activities,
 - i. efficiently,
 - ii. effectively
 - iii. transparently
 - f. demonstrates the capacity to meet the various language requirements of the region and subregion and conduct business in English as required
4. Following reporting calendar was agreed during the workshop of the nominated centres held in 17-19 June 2008
 - a. Submission of work plan of each centre for the activities until COP 4 by 1 September 08 and from COP 4 to next 2 years by 1 February 2009
 - b. Submission of advance report on the activities undertaken in 2008 by 31 December 08 with possibility of updating until 1 May 2008-10-16

Based on the report and work plan submitted to the Secretariat for 2008-2009, each centre should complete the following tables in order for the Secretariat to develop a consolidated report on centre's performance in delivering assistance to Parties to be submitted to the next Conference of the Parties.

Overall Goal¹: to increase the technical cooperation with and among countries providing them with information, advice and by stimulating research and training for the proper surveillance and quality control of POPs in the environment and to give support for the development of legislation and standards

Table 1: Work plan and activities undertaken by the Stockholm Convention nominated centres during the reporting period

Objective 1: To prepare the process to start up dioxin and furans laboratory within a period of one year - analysis of environmental samples - air, ashes, soil and sediments.	Activities contributing to Objectives
	1. To prepare the lab for accreditation;
	2. To train CETESB professionals for air sampling;
	3. To analyze 20 environmental samples - air, ashes, soil and sediments for some Latin America and Caribbean countries (for the first period).
Objective 1 fulfilment status: <ul style="list-style-type: none"> • standard operating procedure for sampling and analysis established; • certificate reference material (CRM) received; • maintenance contract for CGMS/HR established; • quality standards assured and quality control methods established; • proficiency test contracted 	
Objective 2: To strengthen six existing laboratories from GRULAC, for monitoring PCBs and chlorinated organic pesticide in environmental samples - water, solid waste, soil, sediment, fish - through a	1. to contact GRULAC with the help of the Environment Ministry of Brazil to select 6 lab technicians for a 15 day practical training course (sampling procedure, sample preparation, clean up, analysis, reports, QA/QC);
	2. to produce technical material in an adequate language for the participants;

15 days laboratory practical training in the second trimester of 2009:	3. to discuss with the participants the process of laboratory accreditation.
Objective 2 fulfilment status: <ul style="list-style-type: none"> • GRULAC contacted to appoint lab technicians; • GEF financial support request report sent to Environment Ministry of Brazil, • GRULAC contacted for endorsement. 	
Objective 3: To enhance Brazilian technical capacity to analyze presence of PCBs and chlorinated organic pesticides in human blood and milk.	1. To prepare standard operating procedure for sample and analysis:
	2. To train CETESB 's technicians to analyze the presence of PCBs and chlorinated organic pesticides in human blood and milk;
	3. To analyze 200 PCBs and chlorinated organic pesticides samples in human blood and milk according to the priority by Brazilian Ministry for the Environment, as a first step.
	4. To extend the analyses to Grulac
Objective 3 fulfilment status: <ul style="list-style-type: none"> • operating procedure for sampling and analysis prepared; • CETESB's technicians trained to analyse the presence of PCBs and pesticides in human blood and milk; • GEF financial support for 200 samples analysis request sent to Environment Ministry of Brazil, • GRULAC contacted for endorsement.. 	
Objective 4: To promote technology transfer in order to provide the GRULAC and Portuguese speaking countries with the	Activities contributing to Objectives
	1. To offer four training courses to Grulac; to contact GRULAC and Portuguese speaking countries with the help of the Brazilian's Ministry for the Environment;

necessary know how so that they can tackle their environmental problems caused by POPs	
	2. to present a list of 10 courses and to select 4 most appropriate of them;
	3. to prepare four one week courses for twenty participants; to schedule for the training courses; to produce course material in the adequate language; to start the four training courses within next year.
<p>Objective 4 fulfilled status:</p> <ul style="list-style-type: none"> • GRULAC and Portuguese speaking countries contacted; • 10 courses selected and presented to the countries; waiting for answer; • GEF financial support for courses delivery sent to Environment Ministry of Brazil, • GRULAC contacted for endorsement. 	
Objective 5: To facilitate access to technical information on the CETESB website for countries from GRULAC by December 2009 (Clearance House Mechanisms).	Activities contributing to Objectives
	1. To create a link to the Centre on the website;
	2. To select CETESB technical material regarding to the Stockholm Convention to be included at the Centre linkage;
	3. To translate the information on CETESB website into English and Spanish. To integrate RELASC, RELAC, REQUILAC and SPC networks into the website.
<ul style="list-style-type: none"> • Objective 5 fulfilment status: • link to the Centre on the website prepared to be shortly available, pending on CETESB's informatics office final arrangements; • selection of CETESB's technical material ongoing; • GEF financial support for translation of technical material request sent to Environment Ministry of Brazil, • GRULAC contacted for endorsement. 	

Nominated centre submitting the report: Sao Paulo State Environmental Agency

Name of the person submitting the report: Lady Virginia Traldi Meneses

Designation: Coordinator

Signature.....

Reporting period From: 01/08 to 12/08

Date: 26/02/2009

Table 2: Summary table for the activities undertaken by the nominated centre for 09/08 a 04/09(mm/YY)

Activity 2 Identifier	Name of activities/projects undertaken during the reported period	Beneficiary Parties	Areas of technical assistance	Status (check the relevant cell)			
				completed	ongoing	delayed	cancelled
2.0	Training Workshop On Article 5 And Bat&Bep Guidelines For Latin America – São Paulo – CETESB – February 2009	Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations	(c) Training for decision makers and (k) promotion of awareness	X			
2.1.1	To prepare CETESB's dioxin and furans laboratory for accreditation	Latin America and Caribbean countries	(c) Training for dioxin and furans identification and (e) development of laboratory capacity for validation of inventories		X		
2.1.2	To train CETESB professionals for air sampling	Brazil	(e) Development and establishment of laboratory and (d) research capacity		X		

2.1.3	To analyze 20 environmental samples - air, ashes, soil and sediments	Latin America and Caribbean countries	(m)POPs monitoring		X		
2.2.1	To contact GRULAC with the help of the Environment Ministry of Brazil to select 6 lab technicians for a 15 day practical training course (sampling, sample preparation, clean up, analysis, reports, QA/QC) for PCBs and chlorinated organic pesticides	GRULAC	(c) training personnel and (e) promotion of laboratory capacity		X		
2.2.2	To produce technical material in the adequate language for the participants of the course	GRULAC	(c) training personnel and (e) promotion of laboratory capacity			X	
2.2.3	To discuss with the participants the process of laboratory accreditation	GRULAC	(c) training personnel and (e) promotion of laboratory capacity			X	
2.3.1	To prepare standard operating procedure for sampling and analysis of PCBs and OCPs for blood and milk	GRULAC	(c) training personnel and (e) promotion of laboratory capacity			X	
2.3.2	To train CETESB 's technicians to analyze the presence of PCBs and chlorinated organic pesticides in human blood and milk;	GRULAC	(c) training personnel and (e) promotion of laboratory capacity			X	
2.3.3	To analyze 200 PCBs and chlorinated organic pesticides samples in human blood and milk according to the priority by Brazilian	GRULAC	(m)POPs monitoring			X	

	Ministry for the Environment, within a first period.						
2..3.4	To extend the analyses of PCBs and chlorinated organic pesticides in human blood and milk to Grulac	GRULAC	(m)POPs monitoring			X	
2.4.1	Capacity building for Sampling and preservation of water, sediments and organism samples for POPs monitoring	GRULAC	(c)Training for POPs monitoring		X		
2.4.2	Capacity building for Producers for the management of contaminated sites and techniques for investigation of POPs contaminated sites	GRULAC	(c)Training personnel and (i) remediation of sites		X		
2.4.3	Capacity building for Environmentally sound management of Hazardous Industrial Solid POPs waste: source reduction and minimization practices, legislation, inventory, identification, labeling, characterization, classification, temporary storage, environmental management of terrestrial transportation, treatment and disposal techniques.	GRULAC	(c)Training personnel, (h) promotion of BAT & BEP and (g) identification of POPs		X		
2.4.4	Capacity building for Air pollution control and air quality monitoring: inventory, sampling, analyses, technologies for particulate, gases, fumes, odour and POPs	GRULAC	(c)Training personnel, (h) promotion of BAT & BEP and (a) NIP development		X		
2.5.1	To set up a website for the Centre in Portuguese, Spanish and English to facilitate the access of technical information –Clearance House Mechanisms	GRULAC and other UN Regions	(k) dissemination of information		X		
Total number of activities/ projects:		No. of Parties benefitted:					

Table 3: Activities/projects identification, documentation and implementation3

Activity identifier	Beneficiary Parties	Activity/project identification Process			Activity/Project Documentation process		Project Implementation		
		In-house idea	Party's request	Partner agency's suggestion	Any participatory approach in documenting the identified need	Approval or endorsement by interested Parties	Coordination/management	Technical expertise	Equipment facilities
2.0	Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations		X		X	X	X	X	X
2.1.1	Latin America and Caribbean countries	X					X	X	X
2.1.2	Brazil	X							
2.1.3	Latin America and Caribbean countries		X						
2.2.1	GRULAC		X						
2.2.2	GRULAC	X							
2.2.3	GRULAC	X							
2.3.1	GRULAC	X							
2.3.2	GRULAC	X							
2.3.3	GRULAC	X							

2..3.4	GRULAC		X						
2.4.1	GRULAC		X						
2.4.2	GRULAC		X						
2.4.3	GRULAC		X						
2.4.4	GRULAC		X						
2.5.1	GRULAC and other UN Regions		X						
Sub total									

Please add more rows in any table if you have more activities to report

Remarks (if any):

Table 4: Capacity building in technical assistance and technology transfer⁵⁴

Activity identifier	Areas of technical assistance	Beneficiary Parties	Capacity building activities						Others (specify)
			Technical assistance			Technology transfer			
			Institutional capacity building (Policy, institutional and management) Report on	Training and skill development		Equipment, technologies		Technique, know how	
				Training theme	No. of participants	Type	No.		
2.0	(c) Training for decision makers and (k) promotion of awareness	Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations	Institutional, policy and management capacity building	Article 5 and Bat&Bep Guidelines For Latin America	45			Bat & BEP on Article 5	

2.1.1 2.1.2 2.1.3	(c) Training for dioxin and furans identification and (e) development of laboratory capacity for validation of inventories	Latin America and Caribbean countries	institutional and management	dioxin and furans identification	4	CGMS High resolution	1	Technical capacity for Dioxins and Furans Analyses	
2.2.1 2.2.2 2.2.3	(c) training personnel and (e) promotion of laboratory capacity	GRULAC	institutional and management	PCBs and OCPs identification	6	GC / ECD GC/MS GC/MS/MS	5	Technical capacity for PCBs and OCPs Analyses	
2.3.1 2.3.2 2.3.3 2.3.4	(c) training personnel and (e) promotion of laboratory capacity	GRULAC	Institutional, policy and management capacity building	PCB and COP analyses in human blood and milk		GC/MS	1	Technical capacity for Global Monitoring Program	
2.4.1 2.4.2 2.4.3	(c) Training for POPs monitoring and management	GRULAC	Institutional, policy and management	Raising awareness on importance of environmental sound management of POPs	80			Technical Capacity for Managem	

2.4.4	t		capacity building					ent	
2.5.1	(k) disseminati on of information	GRULAC and other UN Regions	Institutional, policy and management capacity building	Awareness of information available					
Sub total									

Please add more rows in any table if you have more activities to report

Table 5: Cooperation and collaboration5

Activity identifier	Beneficiary Parties	Collaborating Partners			
		Undertaking joint activities	Policy collaboration	Resource (indicate type) collaboration	Others (specify)
2.0	Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations	UNDP, SC secretariat,		Funding from UNEP	
2.1.1 2.1.2 2.1.3	Latin America and Caribbean countries	JICA			
Subtotal					

Please add more rows in any table if you have more activities to report

Table 6: Identification of additional resources⁶

Activity identifier	Beneficiary Parties	What funding sources were identified for each activities/components (amount/sources)							
		Entities under Financial Mechanism			Recipient country funding	Host government funding	Private foundations /NGOs, etc	Total Amount (US\$)	
		Multilateral Donor (US\$)		Bilateral donor (name & US\$)	Regional Donor (name & US\$)				
		GEF (US\$)	Others (name & US\$)						
2.0	Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations		UNEP 32,000						32,000
2.1.1 2.1.2 2.1.3	Latin America and Caribbean countries	150,000	CETESB 353,000				MMA 295,000	JICA 714,400	1,512,400
2.2.1 2.2.2 2.2.3	GRULAC	21,500	CETESB 9,200						30,700
2.3.1	GRULAC	47,100	CETESB						275,600

2.3.2			228,500						
2.3.3									
2.3.4									
2.4.1	GRULAC	189,000	CETESB 39,000						228,000
2.4.2									
2.4.3									
2.4.4									
2.5.1	GRULAC and other UN Regions	60,000							60,000
Subtotal									

Please add more rows in any table if you have more activities to report

E. Efficiency, Effectiveness and transparency of the activities undertaken

Table 7: Efficiency7

Activity identifier	Beneficiary Parties	Cost efficiency			Time efficiency		
		Cost/unit training/participant	Cost/unit technology transfer	Was it cost efficient?	Expected duration of the activity	Actual duration of the activity	Was it time efficient?
2.0	Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations						
subtotal							

Table 8: Effectiveness8

Activity identifier	Beneficiary Parties	<u>Qualitative information</u>			<u>Quantitative information</u>		
		Pre project scenario	Post project scenario	What was the overall impact?	Pre project scenario	Post project scenario	What was the impact?
2.0	<p>Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations</p> <p>Latin America and Caribbean countries</p>	<p>Little knowledge about article 5</p>	<p>POPs understanding improved and of BAT BEP guidelines usage</p> <p>made available</p>	<p>The Centre location and activities were shown.</p> <p>Technical exchange between countries was intense</p>			
Subtotal							

Please add more rows in any table if you have more activities to report

Table 9: Transparency⁹

Activity identifier	Beneficiary Parties	Transparency in all the stages of projects			
		Project formulation	Participant/personnel selection	Outsourcing of services	Others (specify)
2.0	Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations	Centre and stakeholders	Countries' focal points and Secretariat		
subtotal					

F. Meeting language requirement of the region/subregion

Table 10: Regional language requirement10

Activity identifier	Beneficiary Parties	Any regional subregional language use: indicate what languages were used for following activities			
		Instruction (Training)	Publications (guidelines, manuals, etc)	Reports (project report, recommendations)	Other (specify)
2.0	Brazil, Chile, Panama, Equator, Mexico, Bolivia, Colombia, Costa Rica, Cuba, Guatemala, Honduras, Paraguay, Peru, Uruguay, Venezuela, representatives from NGOs, industry and intergovernmental organizations Latin America and Caribbean countries	Portuguese			
		English	English	English	
		Spanish	Spanish	Spanish	
subtotal					

Annex: I

SUMMARIES OF THE ACTIVITIES

Name of the Activity/project: *(provide full name of the project)*

[illegible]

Activity identifier: (look at the appendix 2 explanatory note)

Activity identifier: (look at the appendix 2 explanatory note)

1. Reference to the Guidance to Technical Assistance:

(Please indicate which of the areas from a to m as listed in paragraph 10 of areas of technical assistance and also provided by the centre as its areas of expertise during nomination is related to this projects?)

2. Areas where centre was directly involved

(Please check the applicable boxes)

□ Coordination

x ☐ Expertise

☐ Others (specify) _____☐ Management

- Execution

Project period: to (...months)

(Please also indicate originally planned completion date and actual completion date, if applicable)

Beneficiary Parties:

Total project budget (in US\$):

Funding sources and amount of funding made by each sources:

Funding source A: amount funded

Funding source B: amount funded

Funding source C: amount funded

Please provide the narrative summery of the project outcome

Please indicate the availability of the project report in case of detail information is warranted

(please add pages if you have carried out more projects)

APPENDIX 2

Explanatory note for the different elements of template

[If you find the titles of the columns of any table of this template not relevant for the information you want to provide, please provide that information in **others** column and explain that in separate paper and also if the space in any cell is not found adequate, that can be describe in the separate paper as well].

1. Table 1. **Goals and Objectives:** Please refer to the goals and objectives of the work plan you have submitted for this period. Report the activities undertaken under the corresponding objectives and hence with goals. Also please provide your judgment if the objectives are met by carrying out these activities.
2. Table 2: summary table
 - **Activity identifier:** please assign any name/ or number/ or phrase for each activity/project so that you don't have to repeat the long name of the activity in every table from this point forward. **Activity**, here, implies for various types of capacity building actions such as: training, preparation of guidance materials, policy and scientific studies, etc.
 - Name of activities: it is self explanatory/ put the real name of the project.
 - Beneficiary parties: please list the name of the Parties that were benefited from this activity/projects
 - **Areas of technical assistance:** please refer to the paragraph 10 of the guidance of technical assistance adopted by the decision SC-1/15.
 - Status: Please indicate by checking the relevant cell on the status of the activity at the time of reporting
3. In table 3: Identification, documentation and implementation of the activities/project:
 - Activity identification: Please provide information on the role of the centre in identifying the activity, whether it was an in-house idea of the centre or a request from the beneficiary Parties, or other partner agencies.
 - Documentation: How the documentation of thus identified need/ project idea was formulated in order to submit for the funding (e.g., a participatory project development, if any), approval or endorsement of the activities of the relevant and interested Parties etc.
 - Implementation: What was the role of centre in implementing the activities?
4. In table 4: Capacity building: Please provide information on the types and number of capacity building activities in terms of technical assistance and technology transfer undertaken by the centre in the relevant column.
5. In table 5: Cooperation and collaboration: Please provide information on which other national, regional or international agency involved in the reported projects/activities and in what way (Joint activity: activity undertaken jointly under joint management; Policy collaboration: accommodating collaboration by enabling policy environment; Resources collaboration: financial, human or material/equipment resources specify).
6. Table 6: Identification of additional financial resources: Please provide the name of the funding source and the amount in relevant columns for the reported activities/projects.

7. Table 7: Efficiency: In order to provide information on cost and time efficiency of the undertaken activities/project, please provide the unitary cost of the activities or any delays or early completion of the activities than planned. Provide your judgment on the cost and time efficiency of the undertakings.
8. Table 8: Effectiveness: Please provide the pre and post activity/project scenario for the evaluation of the effectiveness of the reported activity both in qualitative and quantitative terms. Change in perception, behaviour, presence or absence, physical quality etc. to be reported in qualitative information, while numerical values of the achievements such as the level of pollution decreasing from x ppm to y ppm, etc to be reported in quantitative information. Provide your judgment on effectiveness of the undertakings.
9. Table 9: Transparency: Please provide the information in relevant columns as to what was done to ensure the transparency in each stages of the activity/project.
10. Table 10: Language requirement of the region/subregion: Please provide information in the relevant columns as how the centre demonstrated its capacity in meeting the language requirement of the region or subregion relating to the activities reported.