

Strategic Approach to International Chemicals Management

**First meeting of the Quick Start Programme
Trust Fund Implementation Committee**
Geneva
19 April 2006

Report of the first meeting of the Trust Fund Implementation Committee of the Quick Start Programme of the Strategic Approach to International Chemicals Management

Introduction

1. In resolution 4 adopted at its first session, which was held in Dubai, United Arab Emirates, from 4 to 6 February 2006, the International Conference on Chemicals Management (ICCM) decided to establish a Quick Start Programme (QSP) for the implementation of the objectives of the Strategic Approach to International Chemicals Management (SAICM). Resolution 4 is reproduced in annex A of the present note.
2. The QSP will include a trust fund and multilateral and bilateral and other forms of cooperation. Its objective will be to support initial enabling capacity-building and implementation activities in developing countries, least developed countries, small island developing States and countries with economies in transition. The Executive Director of the United Nations Environment Programme (UNEP) was invited to establish a voluntary, time-limited trust fund to provide seed money to support QSP objectives in accordance with the terms of reference contained in appendix II to resolution 4. Representatives of the participating organizations of the Inter-Organization Programme on the Sound Management of Chemicals (IOMC)¹ and the United Nations Development Programme were invited to form a Trust Fund Implementation Committee (“the Committee”) for projects financed by the QSP trust fund.
3. Resolution 4 provides that project proposals will be submitted by Governments and, in exceptional circumstances, representatives of civil society networks, to the SAICM secretariat. The secretariat will screen proposals for completeness and eligibility. Screened proposals will be submitted by the secretariat to the Committee for appraisal and approval. Activities financed by the trust fund are to be implemented in accordance with the project management arrangements approved by the Committee.

I. Opening of the meeting

4. The first meeting of the Committee was held at International Environment House in Geneva, Switzerland, on Wednesday 19 April. The meeting was opened by Mr Maged Younes,

¹ The participating organizations of IOMC are the Food and Agriculture Organization of the United Nations (FAO), the International Labour Organization (ILO), the Organisation for Economic Cooperation and Development (OECD), UNEP, the United Nations Industrial Development Organization (UNIDO), the United Nations Institute for Training and Research (UNITAR) and the World Health Organization (WHO).

Head of the Chemicals Branch of the United Nations Environment Programme (UNEP) Division of Industry, Technology and Economics.

II. Organizational matters

A. Attendance

5. The following organizations were represented: FAO, ILO, OECD, UNEP, UNIDO, UNITAR and WHO. The United Nations Development Programme (UNDP) was unable to participate.

B. Adoption of the rules of procedure

6. The Committee had before it document SAICM.TF.1/2 containing draft terms of reference prepared by the secretariat. The secretariat proposed that this document, if agreed by the Committee, could serve both as confirmation of the readiness of the participating organizations to form the Committee, as invited by the ICCM, and as rules of procedure to govern the Committee's proceedings.

7. The Committee agreed that due to the lack of time for prior consultation on the document, it would be desirable to defer finalization until the Committee's next meeting. The secretariat would circulate a revised version of the document, reflecting initial discussion, as soon as possible. Representatives of the participating organizations would confer with legal advisers as necessary and submit comments on the revised document to the secretariat by 1 August 2006, which would then prepare a further revision for consideration at the Committee's next meeting.

8. It was the view of the Committee that in order for it to be formally constituted, heads of the participating organizations would need to receive a letter officially inviting them to participate in the Committee and to nominate a representative. The secretariat undertook to arrange for such a letter.

9. In the circumstances it was agreed that the present meeting should be considered to be of a preliminary and preparatory character, pending the formalization of the Committee at its next meeting.

C. Election of a chairperson

10. Mr. Robert Visser (OECD) was elected to chair the meeting.

D. Adoption of the agenda

11. The representatives adopted the following agenda for the meeting on the basis of the provisional agenda set out in document SAICM/TF.1/1:

1. Opening of the meeting.
2. Organizational matters:
 - (a) Adoption of the rules of procedure;
 - (b) Election of a chairperson;
 - (c) Adoption of the agenda;
 - (d) Organization of work.

3. Development of application procedures and project management arrangements for the Quick Start Programme trust fund.
4. Other matters.
5. Next meeting.
7. Closure of the meeting.

E. Organization of work

12. The Committee agreed to meet from 10.30 a.m. to 12.30 p.m. and from 1.30 p.m. to 6 p.m.

III. Development of application procedures and project management arrangements for the Quick Start Programme trust fund

13. The Committee had before it document SAICM/TF.1/3 (issues for possible consideration), document SAICM/TF.1/3/Add.1 (draft application form) and document SAICM/TF.1/3/Add.2 (draft application guidelines), which had been prepared by the secretariat as a possible starting point for the Committee's deliberations. The secretariat had suggested that at its first meeting, the Committee might wish to agree upon application procedures and project management arrangements in order for the trust fund to become operational as soon as possible. Such procedures and arrangements could be used on a trial basis in the first year of the QSP trust fund's operation and amended as necessary.

14. The Committee was invited by the secretariat to take into account guidance contained in resolution 4 and to elaborate where clarification and further details are required. The secretariat pointed out that Resolution 4 of the ICCM provided that the trust fund donors and regional governmental representatives on the QSP Executive Board are to review reports of the Committee and provide guidance and decisions thereon. The secretariat suggested that the Committee might therefore wish to include in the report of its present meeting recommendations on the proposed procedures and arrangements for the QSP trust fund for endorsement by the QSP Executive Board. The Board was scheduled to hold its first meeting in Geneva on 26 and 27 April 2006.

15. The Committee commenced its deliberations with a general discussion on expectations for the working of the QSP trust fund, the role of the Committee and the scope for possible participation by inter-governmental organizations in the development and execution of projects.

16. Using the above documents as a basis, the Committee agreed to make recommendations to the QSP Executive Board, as set out below.

A. Screening by the secretariat for completeness and eligibility

17. Paragraph 10 of the trust fund terms of reference contained in appendix II of resolution 4 provides that project proposals will be submitted to the SAICM secretariat and screened for completeness and eligibility.

18. Bearing in mind that the secretariat's assessment of proposals for completeness will need to be on the basis of agreed requirements, the Committee reviewed the *draft application form and guidelines* contained in documents SAICM/TF.1/3/Add.1 and Add.2, respectively. Revised versions of these documents, reflecting amendments proposed by the Committee are attached at Annex B and Annex C.

19. The Committee recommended that *applications from Governments* should be endorsed and submitted by the official SAICM national focal point. Guidelines for applications should underline the need for applications to be country-driven. *Applications from civil society networks* should be submitted by a non-governmental organization (NGO) focal point and endorsed by the national SAICM focal point of each of the countries where the project will be implemented.²

20. Paragraphs 5 and 6 of the trust fund terms of reference indicate that developing countries and countries with economies in transition will be eligible for support and that proposals may be presented by SAICM participating Governments that have endorsed or given other formal recognition of and support. Paragraph 7 provides that on an exceptional basis, and having regard to resources and administrative capacity available, representatives of civil society networks participating in SAICM shall also be eligible to present project proposals, subject to endorsement by the countries hosting the projects. Paragraph 10 stipulates that project proposals will be country-driven. Paragraph 6 requires project proposals to contain a “full justification for the amount sought”. Paragraph 2 provides that the fund will provide seed money to support the objective and strategic priorities of the QSP.³ The Committee made the following recommendations in relation to the above eligibility guidelines:

- (a) The list of aid recipients maintained by the OECD Development Assistance Committee (DAC),⁴ amended to omit dependent territories, should be the basis for determining whether an applicant to the trust fund qualifies as a *developing country or country with economy in transition*. The list is reproduced in Annex D to the present document.
- (b) Official nomination by a Government of a SAICM national focal point should be taken as a sufficient demonstration that *the Government concerned is participating in SAICM* and has endorsed or given other formal recognition to and support for SAICM.
- (c) All of the following criteria should be used to determine whether there is an “*exceptional basis*” on which to consider an application from a civil society network:
 - the project would address a significant need;
 - the project would address a clearly identifiable gap, i.e. tackle an issue not being appropriately addressed by other actors; and
 - there is a demonstrable value in the project being undertaken by a civil society network, for example because there is a requirement for “grass roots” or community-level engagement in the issue in question.
- (d) The term “*civil society network*” should be understood to encompass the following major groups: farmers, women, the scientific, technological and professional communities, children and youth, indigenous peoples and their communities, workers and

² The proposed requirement for applications by civil society networks to be endorsed by national focal points reflects the provision in paragraph 7 of the trust fund terms of reference that such applications are to be “subject to endorsement by the countries hosting the projects”.

³ See also paragraphs 2 and 3 of ICCM Resolution 4; paragraphs 1, 2 and 3 of Appendix I to the resolution; and paragraph 5 of the terms of reference contained in Appendix II to the resolution.

⁴ “In DAC usage, the term ‘developing country’ employed without qualification has generally been taken to mean a country eligible for ODA. Other organisations have their own definitions. The World Bank usually uses the term to refer to low and middle-income countries, assessed by reference to per capita GNI. The new DAC List of ODA Recipients is consistent with World Bank practice, except that it excludes countries that are members of the G8, or the EU, or that have a date of admission to the EU. This means that as at 2005, it excludes the following middle income countries: Russia; and Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovenia and Slovak Republic.” [Source: OECD web site]

trade unions, non-governmental organizations as well as local authorities. The term “civil society networks” would also be understood to be equivalent to “non-governmental organizations”. However, for purposes of applications to the QSP trust fund, the group “non-governmental organizations” would not include business and industry. Business and industry associations might nevertheless be involved as partners in a project to be funded by the trust fund (not as direct recipients of funding).

(e) The nomination of a SAICM non-governmental organization focal point should be taken as an indication that *the civil society network concerned is “participating in SAICM”*. Applications to the trust fund should also demonstrate that the civil society network concerned has expertise in chemicals management and that the proposed project is within the competence of the civil society network.

(f) Applications from civil society networks should include details of the network’s *resources and administrative capacities* in such a way as to demonstrate their ability to undertake the proposed project. This might include, for example, a summary of the proposed project staff/implementers and their qualifications, and confirmation that the network has the necessary legal and banking arrangements in place that would enable it to receive, manage and account for project funds. The applicant should demonstrate that it has a “legal personality”, for example by virtue of being legally incorporated in accordance with the laws of the country concerned.

(g) The “*country-drivenness*” of a proposed project should be judged according to whether the project would be consistent with the priorities of the country as identified in national reports and communications (for example to the ICCM) or with national or sector development plans, including national chemicals profiles and national implementation plans for chemicals-related multilateral agreements.

(h) In assessing the *justification of the amount sought for a project*, the following should be ruled out: wages for civil servants already receiving a salary, hospitality and excessive costs for individual budget items that are disproportionate to the total budget.

(i) Clarification is needed concerning the application of the provision in paragraph 8 of the trust fund terms of reference for project proposals to include *administration fees* of up to 13 per cent of the project value. The secretariat should undertake consultations with donors and the UNEP trust fund administrators to clarify what provision, if any, could be made for inter-governmental organizations that provide assistance to project proponents in the development and execution of projects, and for the SAICM secretariat, to share the 13 per cent fee that will be levied by the UNEP trust fund administrators.

(j) The Committee assumed that if no other intergovernmental organization was acting as an executing agency for a project, then UNEP would in effect assume this role.

(k) Bearing in mind the term “*seed money*” used to describe trust fund assistance in paragraph 2 of the trust fund terms of reference, project proposals should indicate follow-up plans, longer term goals and the sustainability of the project outcomes.

(l) The secretariat should *inform the Committee of all complete project proposals* that have been submitted to the secretariat for screening for completeness and eligibility, with a full copy of those which appear to be eligible for consideration and a brief summary of those which the secretariat has concluded are clearly ineligible (and an indication of the basis for such a conclusion). Full copies of project proposals that have been screened out would be available to the Committee upon request.

B. Appraisal and approval by the Committee

21. Paragraph 11 of the trust fund terms of reference provides that screened project proposals will be submitted to the Committee for appraisal and approval.

22. As noted above, paragraph 2 of the trust fund terms of reference indicates that the fund will provide seed money “to support the objective and the strategic priorities of the QSP”. Paragraph 5 of the terms of reference requires that approval of projects meeting the objectives of section IV of the Overarching Policy Strategy will take into account geographic and sectoral balance considerations and pay particular attention to the urgent needs and the requirements of least developed countries and small island developing States. The Committee made the following recommendations with regard to the performance of its *appraisal* role.

(a) In order to provide greater clarity for applicants and for the Committee itself when appraising applications, the objectives of the QSP as currently stated in many different parts of ICCM resolution 4 (see footnote 3 above), should be *consolidated and summarized* in guidance documents along the following lines:

- (i) The objective of the QSP trust fund is to provide seed money:
 - to support initial SAICM enabling, capacity-building and implementation activities in developing countries, least developed countries, small island developing States and countries with economies in transition; and
 - to support the mobilization of resources for national priority initial enabling activities in keeping with the work areas set out in the strategic objectives of section IV of the SAICM Overarching Policy Strategy,⁵ in particular those relating to:
 - development or updating of national chemical profiles and the identification of capacity needs for sound management of chemicals;
 - development and strengthening of national chemicals management institutions, plans, programmes and activities to implement SAICM, building upon work conducted to implement international chemicals-related agreements and initiatives; and
 - undertaking analysis, interagency coordination, and public participation activities directed at enabling the implementation of SAICM by integrating, i.e. mainstreaming, the sound management of chemicals in national strategies, and thereby informing development assistance cooperation priorities.
- (ii) The QSP as a whole:
 - will build upon the outcomes of the ICCM and the Bali Strategic Plan for Technology Support and Capacity-building, and will facilitate environmentally sound chemicals management;
 - will take fully into account the characteristics of the SAICM process and its institutional arrangements;
 - should help to pave the way for activities that can be assisted by the private sector, including industry, and other non-

⁵ The “work areas” are understood to correspond to the individual objectives contained under the headings “risk reduction”, “knowledge and information”, “governance”, capacity-building and technical cooperation” and “illegal international traffic”.

governmental organizations and through bilateral and multilateral cooperation, for example technical assistance and the sharing of knowledge and experience;

- will seek to enhance synergies with processes initiated under relevant chemicals and wastes multilateral environment agreements;
- while aimed primarily at the country level, should allow for, and encourage, regional and global approaches.

(b) *Geographical balance* in the approval of projects should reflect the four United Nations regions containing developing countries and countries with economies in transition: Africa, Asia-Pacific, Central and Eastern Europe, and Latin America and the Caribbean; and also take into account sub-regional balance where appropriate. The varied sizes of the regions should be taken into account. Applicants submitting multiple project proposals should indicate the order of priority for funding and the Committee should also ensure balance among applicants so that individual applicants do not receive funding for a disproportionate number of projects.

(c) *Sectoral balance* should reflect the principal sectors that participated in the development of SAICM, namely agriculture, environment, health, industry and labour. It should also take into account cross-cutting sectors such as development, science, education and transport.

(d) Applicants whose projects have been ruled out due to geographical or sectoral balance considerations should be permitted to *submit an updated proposal for consideration at a later date*.

(e) *Least developed countries and small island developing States* will be understood to be those countries on the lists maintained by the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States, with the omission of non-dependent territories and developed countries.⁶ The lists and an explanation of their status are provided in annex E to this report.

(f) When appraising projects that are otherwise evenly matched, the Committee may take into account other relevant factors such as:

- (i) whether the project is multisectoral in its impact and its engagement of stakeholders;⁷
- (ii) whether the proposed projects would be supported by contributions (cash or in-kind) from the proponent; and
- (iii) whether the proposed project would lead to a significant and sustainable follow-on activity capitalizing on the investment of QSP trust fund seed money.

23. In relation to the *approval of projects* the Committee will consider at its second meeting, in the context of its discussion of its rules of procedure whether to make provision for voting in cases where consensus cannot be reached and whether to make provision for representatives to recuse themselves from decision-making in relation to project proposals in which their organizations have a direct interest.

⁶ Developed countries would be those that do not appear on the OECD DAC list of aid recipients referred to above.

⁷ For example, additional weight could be given to project proposals from national focal points that can demonstrate that they are representatives of the “country’s inter-ministerial or inter-institutional arrangements, where such arrangements exist” (see paragraph 23 of the SAICM Overarching Policy Strategy) and that such bodies have been engaged in the preparation of the project proposal.

24. Subject to possible future review, the Committee should *meet twice a year*. Its meetings would normally be held back-to-back with meetings of the Inter-Organization Coordinating Committee of the IOMC. Extraordinary meetings or meetings via teleconference could be scheduled if required. Documents should be made available by the secretariat at least two weeks prior to meetings of the Committee.

C. Project management arrangements

25. Paragraph 7 of appendix I of the ICCM resolution 4 provides that activities financed by the trust fund will be implemented in accordance with the project management arrangements approved by the Committee. The Committee agreed, in principle, that in order to simplify the administration of projects by the UNEP trust fund managers, project applications should, upon approval, be converted to UNEP project documents⁸ using standard UNEP budget formats, financial reporting and other such provisions. The draft application form and guidelines have been prepared by the secretariat with this in mind. Full details of the UNEP project document requirements can be found in the Project Manual at http://www.unep.org/Project_Manual/ (note: an updated version of the Project Manual is currently being introduced). The major components of a UNEP project document are as follows:

- (a) Summary sheet containing the title of the project and the relevant UNEP sub-programme, an official project number, the geographical scope of the project, identification of the project implementer, duration of the project, cost of the project and signatures of the project proponent and UNEP representative.
- (b) Project summary.
- (c) Project background.
- (d) Proposal (project description).
- (e) Logical framework matrix.⁹
- (f) Work plan.
- (g) Institutional framework.
- (h) Monitoring and reporting (including financial procedures).
- (i) Evaluation.
- (j) Budget.

26. The Committee recommended that projects funded by the QSP trust fund should be limited to two years in duration, the start of a project being defined as the date that funds are made available to the project and the finish as the date when the final report is submitted.

27. The Committee agreed that the official project document for each approved project should be made available to the public.

⁸ In the case of smaller projects it may be possible to use a less elaborate Memorandum of Understanding rather than a full project document.

⁹ It may be possible to use a simplified version of the standard UNEP “logframe” matrix.

28. The Committee determined that its role should be limited to appraising and approving projects and it should therefore not receive status reports from the secretariat on the execution of current projects.

29. The Committee expressed concern that the provision in paragraph 13 of the trust fund terms of reference for independent monitoring and evaluation of projects could be a disproportionate burden on project budgets, particularly in the case of projects at the lower end of the \$50,000 to \$250,000 range of QSP trust fund projects. The experience of most participating organizations was that under their own project management arrangements, independent monitoring and evaluation would not normally be required for projects of this value. The Committee recommended that the Executive Board provide further guidance as to expectations with regard to the monitoring and evaluation of projects to be funded by the QSP trust fund.

IV. Other matters

30. The secretariat reported that arrangements for the establishment of the QSP trust fund by UNEP were under way and that the following pledges had been made:

- (a) Sweden will contribute SEK 25 million (\$3,184,000) in 2006.
- (b) Norway will contribute NOK 25 million (\$3,787,800) to the QSP over five years. The portion to be paid to the trust fund in 2006 has not yet been confirmed. The channel for subsequent years may not be the trust fund.
- (c) South Africa has pledged \$100,000 for African projects.
- (d) Spain has pledged 100,000 Euros (\$122,000).
- (e) India has pledged \$100,000.
- (f) Switzerland has pledged CHF 3 million for *UNITAR* work on integrated chemicals management. *Note: this will not be channeled via the UNEP-administered trust fund.*

V. Next meeting

31. It was agreed that the next meeting of the Committee should be held at the offices of OECD in Paris on 18 October 2006.

VI. Closure of the meeting

31. The chairperson declared the meeting closed at 6.00 p.m. on Wednesday 19 April, 2006.

Annex A

Unedited advance version of Resolution 4 of the first session of the International Conference on Chemicals Management, Dubai, United Arab Emirates, 4-6 February 2006.

4. The Quick Start Programme

The Conference,

Having incorporated financial considerations within the text of the overarching Policy Strategy of the Strategic Approach, including a Quick Start Programme supporting initial capacity-building activities for the implementation of Strategic Approach objectives,

1. *Welcomes* the prompt launching of implementation of the Strategic Approach;
2. *Decides* to establish a Quick Start Programme for the implementation of Strategic Approach objectives building upon the outcomes of the International Conference on Chemicals Management and the Bali Strategic Plan for Technology Support and Capacity-building;
3. *Also decides* that the objective of the Quick Start Programme is to support initial enabling capacity-building and implementation activities in developing countries, least developed countries, small island developing States and countries with economies in transition;
4. *Calls for* the Quick Start Programme to include a United Nations Environment Programme trust fund and multilateral, bilateral and other forms of cooperation;
5. *Invites* Governments in a position to do so, regional economic integration organizations, intergovernmental organizations, the private sector, including industry, foundations, non-governmental organizations and other stakeholders, to contribute to the Programme;
6. *Adopts* the strategic priorities and institutional arrangements for the Quick Start Programme as set out in appendix I to the present resolution;
7. *Invites* the Executive Director of the United Nations Environment Programme to establish a voluntary, time-limited Quick Start Programme Trust Fund to provide seed-money to support the objectives of the Programme in accordance with the terms of reference set out in appendix II to the present resolution;
8. *Also invites* Governments in a position to do so, regional economic integration organizations, the private sector including industry, foundations and non-governmental organizations, and other stakeholders to contribute to the Quick Start Programme Trust Fund;
9. *Invites* the representatives of participating organizations of the Inter-Organization Programme for the Sound Management of Chemicals, and the United Nations Development Programme, to form a Trust Fund Implementation Committee for projects financed by the Quick Start Programme Trust Fund;

10. *Decides* to establish the Quick Start Programme Executive Board, consisting of two government representatives of each of the United Nations regions and all the bilateral and multilateral donors and other contributors to the Programme;

11. *Requests* the Strategic Approach secretariat to facilitate meetings of the Trust Fund Implementation Committee and the Quick Start Programme Executive Board;

12. *Decides* that, at each session of the International Conference on Chemicals Management, two national government representatives of each United Nations region will be appointed to the Quick Start Programme Executive Board for the intersessional period;

13. *Welcomes* the contributions to the Programme already offered by Belgium, Norway, South Africa, Spain, Sweden, Switzerland and the United Kingdom of Great Britain and Northern Ireland.

Appendix I

Strategic approach to international chemicals management: strategic priorities and institutional arrangements for the Quick Start Programme

A. Objective

1. Building upon the outcomes of the International Conference on Chemicals Management and the Bali Strategic Plan for Technology Support and Capacity-building, the objective of the Quick Start Programme is to support activities to enable initial capacity-building and implementation in developing countries, least developed countries, small island developing States and countries with economies in transition consistent with their national priorities for the implementation of the Strategic Approach objectives as set out in section IV of the Overarching Policy Strategy.

B. Overall approach

2. The Quick Start Programme for the Strategic Approach will take fully into account the characteristics of the Strategic Approach process and its institutional arrangements. It will build upon the Bali Strategic Plan for Technology Support and Capacity-building and facilitate environmentally sound chemicals management. The Programme should help to identify and pave the way for activities that can be assisted by the private sector, including industry, and other nongovernmental organizations and through bilateral and multilateral cooperation, for example technical assistance and the sharing of knowledge and experience. The programme will seek to enhance synergies with processes initiated under relevant chemicals and wastes multilateral environmental agreements. While aimed primarily at the country level, the Programme should allow for, and encourage, regional and global approaches.

C. Strategic priorities for the Quick Start Programme

3. The Quick Start Programme should mobilize resources for the national priority initial enabling activities in keeping with the work areas set out in the strategic objectives of section IV of the Overarching Policy Strategy, in particular:

(a) Development or updating of national chemical profiles and the identification of capacity needs for sound chemicals management;

(b) Development and strengthening of national chemicals management institutions, plans, programmes and activities to implement the Strategic Approach, building upon work conducted to implement international chemicals-related agreements and initiatives;

(c) Undertaking analysis, interagency coordination, and public participation activities directed at enabling the implementation of the Strategic Approach by integrating – i.e., mainstreaming – the sound management of chemicals in national strategies, and thereby informing development assistance cooperation priorities.

4. Further operational guidance on these strategic priorities will be provided by the Executive Board as required.

D. Financial resources to support the Programme's activities

5. The Programme will invite bilateral and multilateral public and private cooperation and national government financing. It will benefit from a voluntary, time-limited Quick Start Programme Trust Fund administered by the United Nations Environment Programme.

E. Programme implementation

6. Activities financed through bilateral and multilateral cooperation will be implemented in accordance with the arrangements made by participants in that cooperation.

7. Activities financed by the Quick Start Programme Trust Fund will be implemented in accordance with the project management arrangements approved by the Trust Fund Implementation Committee.

F. Governance and reporting

8. The Executive Board will have two co-chairs, one from the regional representatives and one from the donors, elected annually, and will develop and adopt its rules of procedure and will be supported by the Strategic Approach secretariat. The Executive Board will take its decisions by consensus, pending the adoption of its rules of procedure.

9. The Executive Board will meet annually, back to back with another relevant meeting, to review progress under the Programme on the basis of reports from the Trust Fund Implementation Committee and other Programme participants, as well as other relevant information provided to them on implementation of the programme.

10. Reports presented to the Executive Board will be made publicly available by the Strategic Approach Secretariat.

11. The Executive Board will provide operational guidance on the implementation of the strategic priorities of the Quick Start Programme and advise on other relevant matters as required.

12. The Executive Board will report to the International Conference on Chemicals Management at its second and third sessions on the implementation of the Quick Start Programme.

Appendix II

Terms of reference

Quick Start Programme Trust Fund of the Strategic Approach to International Chemicals Management

A. Administering organization

1. The Executive Director of the United Nations Environment Programme is invited to establish and manage the Quick Start Programme Trust Fund of the Strategic Approach to International Chemicals Management. The Strategic Approach secretariat will provide administrative support to the Quick Start Programme Trust Fund. This Trust Fund shall be separate from the existing Trust Fund used for the expenses of the Strategic Approach secretariat and the inter-governmental process.

B. Objective

2. The Quick Start Programme Trust Fund will provide seed money to support the objective and strategic priorities of the Programme.

C. Time limit

3. The Quick Start Programme Trust Fund will be open to receive voluntary contributions for five years from the date it is established by the Executive Director. Funds may be disbursed for a maximum of seven years from that date.

D. Sources of financing

4. Contributions shall be encouraged from Governments, regional economic integration organizations, the private sector, including industry, foundations, other non-governmental organizations and other stakeholders.

E. Eligibility rules

5. Developing countries and countries with economies in transition will be eligible for support. Approval of projects meeting the objectives outlined in section IV of the Overarching Policy Strategy will take into account geographic and sectoral balance considerations and pay particular attention to urgent needs and the requirements of least developed countries and small island developing States.

6. Project proposals may be presented by Strategic Approach participating Governments that have endorsed or given other appropriate formal recognition of and support for the Strategic Approach, through the relevant Governments. Project proposals must contain full justification for the amount sought.

7. On an exceptional basis and having regard to the resources and administrative capacity available, representatives of civil society networks participating in the Strategic

Approach shall also be eligible to present project proposals, subject to endorsement by the countries hosting the projects.

8. Quick Start Programme Trust Fund allocations should be limited to \$50,000–\$250,000 per project proposal including administration fees which must not exceed 13 per cent of a project's value.

F. Project assessment and approval

9. The participating organizations of IOMC and UNDP may provide technical assistance in the development of project proposals, upon request by the proponent.

10. The project proposals will be country-driven and will be submitted to the Strategic Approach secretariat and screened for completeness and eligibility.

11. Screened projects will be submitted by the Strategic Approach secretariat to the Trust Fund Implementation Committee for appraisal and approval.

12. The independent monitoring and evaluation and the reporting on project implementation to the Trust Fund Implementation Committee will be the responsibility of the project proponent.

G. Guidance by the Executive Board

13. The regional representatives and those donors of the Executive Board who have contributed to the Trust Fund will meet during the annual meeting of the Executive Board to consider the operation of the Quick Start Programme Trust Fund. They will review reports from the Trust Fund Implementation Committee on project execution and from the Executive Director of UNEP on the financial resources and administration of the Quick Start Programme Trust Fund and provide guidance and take decisions thereon.

14. The Executive Board will report to the International Conference on Chemicals Management at its second and third sessions on the operations of the Trust Fund.

H. Accounts and audit

15. The accounts and financial management of the Quick Start Programme Trust Fund shall be subject to the internal and external audit process of the United Nations. Accounts for the Trust Fund shall be presented to the Executive Board as soon as possible after the financial period is closed and shall also be considered by the International Conference on Chemicals Management.

Annex B

Strategic Approach to International Chemicals Management

DRAFT*
19 April 2006

Quick Start Programme Trust Fund Funding Application Form

Applicant	For Office Use Only Project No:
Government <input type="checkbox"/> Non-governmental Organisation** <input type="checkbox"/> **NGO applications should be submitted by the SAICM Focal Point of the NGO and also endorsed by the relevant SAICM national focal point	
Organisation / Institution:	
Applicant Name: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Functional Title: Section / Department: Address: Phone: Fax: E-Mail: Website address (if available)	

* Draft prepared for the consideration of the Trust Fund Executive Board at its first meeting, Geneva, 26-27 April 2006.

SAICM National Focal Point Record of Endorsement on behalf of the Government

Name:

Functional Title

Institution/ Department / Section

I, SAICM National Focal Point for _____ (country name) confirm the validity and relevance of the proposed project to national priorities in chemicals management, in line with the Strategic Approach.

Date and Signature

Project Summary

In addition to this Funding Application Form, applicants will provide a separate **project description document**, which includes the project objectives, a work plan and an evaluation plan. Please refer to the Application Guidelines for additional information.

Project implementing Organisation / Institution:

Project manager name: Mr. Ms.

Functional Title:

Section / Department:

Address:

Phone:

Fax:

E-Mail:

<p>Project Title:</p> <p>Geographical coverage of the Project :</p>
<p>Duration:</p>
<p>Project Summary :</p>
<p>Project objectives and explanation of how the project will support the objective of the QSP:</p>
<p>Project expected outcomes:</p>

<p>Project independent monitoring and evaluation body : [Based on the recommendation of the Implementation Committee, the Trust Fund Executive Board may decide to change this section accordingly]</p>
<p>Contact person: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/></p>
<p>Functional Title:</p>
<p>Section / Department:</p>
<p>Address:</p>

Phone:
Fax:
E-Mail:

<p>Has this project proposal been developed with the support of an Intergovernmental Organisation or a Non-governmental Organisation? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please answer the questions below</p> <p>Name of the Organisation :</p> <p>Contact person:</p> <p>Phone:</p> <p>Fax:</p> <p>E-Mail:</p> <p>Will this project be implemented in partnership with an Intergovernmental Organization or a Non-governmental Organisation? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please answer the questions below</p> <p>What will be the role of this organization?</p> <p><input type="checkbox"/> An executing agency in partnership with the project proponent</p> <p><input type="checkbox"/> A sub-contractor of the project</p> <p>Name of the Organisation :</p> <p>Contact person:</p> <p>Phone:</p> <p>Fax:</p> <p>E-Mail:</p>
--

Has this project, or components of this project, already been submitted for funding from other sources?

Yes No

If Yes, please answer the questions below

Name of all other sources of funding:

Date of submission of all other funding proposals:

Outcome of each request for funding (in process, granted or rejected):

Comments:

Funding Summary

Amount requested from SAICM Quick Start Programme Trust Fund	\$ _____
Amount from other sources (cash and/or in-kind)	+ \$ _____
Total value of project	= \$ _____

Budget B – Personnel and Training

Budget B Personnel and training	Costs		Total Cost	
Item	# of Units per year	Unit cost per year	year 1	year 2
Sub-Total Budget B - year 1			\$	
Sub-Total Budget B - year 2				\$
Sub-Total Budget B- Total			\$	

Budget C – Equipment, premises, reporting and evaluation

Budget C Equipment, premises, reporting and evaluation	Costs		Total Cost	
Item	# of Units per year	Unit cost per year	year 1	year 2
Sub-Total Budget C - year 1			\$	
Sub-Total Budget C - year 2				\$
Sub-Total Budget C- Total			\$	

Budget D – Other expenditures and subcontracts

Budget D Other expenditure and subcontracts	Costs		Total Cost	
Item	# of Units per year	Unit cost per year	year 1	year 2
Sub-Total Budget D - year 1			\$	
Sub-Total Budget D - year 2				\$
Sub-Total Budget D- Total			\$	

Budget D – Other expenditures and subcontracts

Budget D Other expenditure and subcontracts	Costs		Total Cost	
Item	# of Units per year	Unit cost per year	year 1	year 2
Sub-Total Budget D - year 1			\$	
Sub-Total Budget D - year 2				\$
Sub-Total Budget D- Total			\$	

Total Costs and Funding for the Project	Total Funding from QSP Trust Fund	Total Value other cash or in-kind Donations	Total value of Project	Total value of Administrative Costs (Budget A)	Administrative costs ratio
Total year 1	\$	\$	\$	\$	%
Total year 2	\$	\$	\$	\$	%
Total	\$	\$	\$	\$	%

Other Funding Sources

Has this project been already submitted for funding or in-kind donations from other sources?

Yes No

If Yes, please complete the table below

Please list **all requests for cash contributions and in-kind support from other funding sources**, including from Governments, Intergovernmental Organisations or Foundations. In-kind support can include, for example, donations of equipment, materials, office space, volunteer time and professional services.

Please note that you will need to provide proof of funding from these sources.

Source	Contribution				
Institution Name	Date of submission	Description	Cash	Value of In-Kind	Proof
Total			\$	\$	

Application package Checklist

Your application must be complete upon submission to be considered for funding. Are all of the following elements included in your application?

- A complete and signed application form, including a record of Government endorsement by a SAICM National Focal Point, all budgets and funding source information.
- A separate document providing a project description, including information on the support of the project to the objective and priorities of the Quick Start Programme, project objectives, a project work plan and an evaluation plan.
- Proofs of funding from other sponsors donors (if applicable). Letters or documents of confirmed support not available at the time of application can be submitted later.
- Other supporting information (if applicable).

Please refer to the Funding Application Guidelines for more information.

Applicant certification

I certify that the information provided in this application, including all enclosures, is accurate and relevant to national priorities in chemicals management, in line with the Strategic Approach. I note that should this project be approved, the official project document will be made publicly available by the SAICM Secretariat.

Name:

Title:

Signature:

Date:

Strategic Approach to International Chemicals Management

Quick Start Programme Trust Fund
Draft Funding Application Guidelines*

DRAFT*
19 April 2006

What is the Strategic Approach to International Chemicals Management (SAICM)?

Adopted by the International Conference on Chemicals Management (ICCM) on 6 February 2006 in Dubai, United Arab Emirates, the Strategic Approach to International Chemicals Management (SAICM) is a policy framework for international action on chemical hazards.

SAICM aims to encourage governments and other stakeholders from sectors such as agriculture, environment, health, industry and labour to collaborate more effectively on minimizing potential risks. The Strategic Approach will support the achievement of the goal agreed at the 2002 Johannesburg World Summit on Sustainable Development of ensuring that, by the year 2020, chemicals are produced and used in ways that minimize significant adverse impacts on the environment and human health.

To this end, SAICM will promote capacity building for developing countries and countries with economies in transition and better coordination of international efforts to improve chemicals management.

What is the Quick Start Programme Trust Fund?

In its resolution 4, the International Conference on Chemicals Management (ICCM) decided to establish a Quick Start Programme (QSP) for the implementation of the objectives of the Strategic Approach to International Chemicals Management (SAICM). The QSP includes a trust fund and multilateral and bilateral and other forms of cooperation.

The QSOP Trust Fund will provide seed money to support the objective and strategic priorities of the QSP. The objective of the QSP is to support initial enabling capacity-building and implementation activities in developing countries, least developed countries, small island developing States and countries with economies in transition. The strategic priorities of the QSP are to mobilize resources for the national priority initial enabling activities, in keeping with the work areas set out in section IV of the SAICM Overarching Policy Strategy, in particular for:

- a) development or updating of national chemical profiles and the identification of capacity needs for sound chemicals management;
- b) Development and strengthening of national chemicals management institutions, plans, programmes and activities to implement the Strategic Approach, building upon work conducted to implement international chemicals-related agreements and initiatives;
- c) Undertaking analysis, interagency coordination, and public participation activities directed at enabling the implementation of the Strategic Approach by integrating – i.e., mainstreaming – the sound management of chemicals in national strategies, and thereby informing development assistance cooperation priorities;

The Executive Director of the United Nations Environment Programme (UNEP) was invited to establish this voluntary, time-limited trust fund to provide seed money to support QSP objectives in accordance with the terms of reference of the Trust Fund contained in appendix II to resolution 4.

The ICCM invited representatives of the participating organizations of the Inter-Organization Programme on the Sound Management of Chemicals (IOMC) and the United Nations Development Programme to form a Trust Fund Implementation Committee for appraising and approving projects to be financed by the QSP trust fund.

Who can apply?

Paragraphs 5 and 6 of the QSP Trust Fund terms of reference provide that developing countries and countries with economies in transition are eligible for support and that proposals may be presented by SAICM participating Governments that have endorsed or given other formal recognition of and support.

Paragraph 7 of the QSP Trust Fund terms of reference provides that, on an exceptional basis, and having regard to resources and administrative capacity available, representatives of civil society networks participating in SAICM shall also be eligible to present project proposals, subject to endorsement by the countries hosting the projects.

Additional information will be included once the Trust Fund Executive Board has confirmed eligibility criteria.

What projects and activities can be funded?

Projects that will support the objective and strategic priorities of the trust fund (see above) can be funded.

What amount of funding is available?

Quick Start Programme Trust Fund allocations are limited to \$50,000–\$250,000 per project proposal.

What is the maximum length of a project?

Projects are limited to two years, starting when the funds are made available to the proponent until the delivery of the final project financial report.

When are the application deadlines?

The QSP Trust Fund Implementation Committee will meet twice a year, on dates that will be announced on the SAICM website. Applications should be received by the SAICM Secretariat at the latest two months prior to these meetings. Applicants are encouraged to submit their application packages as early as possible for the Secretariat to review them for completeness.

How do you apply?

Step 1: Prepare the application package

The application package is made of the following documents

A – Application Form

Complete and sign the attached application form.

The application form is also available on the Internet at www.chem.unep.ch/saicm/. It can be completed electronically but **must be printed** so that it can be signed and included with your application package.

- “Applicant” section:

Provide the information of the responsible officer and organisation submitting the funding request. For non-governmental organization (NGO), the SAICM focal point of the organisation should be the applicant.

- “SAICM National Focal Point” section

Applications from Governments should be endorsed and submitted by the official national SAICM focal point. Applications from representatives of civil society networks should be submitted by the non-governmental organization (NGO) focal point and also endorsed by the national SAICM focal point(s) of the country(ies) where the project will be implemented.

- “Project summary” section

Provide a summary of the detailed information required in the separate Project Description document (see section B – Project Description) that will be included in the application package. The project summary should include information on the main problems to be addressed, objectives of the project, the target groups, the main activities and geographical areas where the proposed project is to be implemented.

Provide the contact details of the person who will undertake the independent monitoring and evaluation body that will review the project.

Please also answer all questions referring to the involvement of Intergovernmental Organisations or Non-Governmental Organisations in the project preparation and, as executing agencies or subs-contractors, in the project’s implementation.

More details required, including on the inclusion or not of executing agencies.

Independent monitoring and evaluation requirements will be further be decided upon by the Executive Board.

- “Funding summary” section

Provide all final figures for the total value of the project, other contributions and the amount requested from the Quick Start Programme Trust Fund.

- Project budgets sections

Prepare the budget **using the budget forms provided in the application form.**

Provide all figures in US dollars (\$) and per year. **Please separate costs for each year on a different line.** Provide best estimates of all expenses and in-kind donations at fair market value. **In-kind donations** should be estimated at the going rate for a product or service in the country.

Not all costs are eligible for funding. The following categories of costs have been excluded:

- Wages for civil servants already receiving a salary
- Hospitality costs used in connection with receptions given in honour of participants in conferences, seminars, etc., held under the project.
- Excessive costs for individual items which are disproportionate to the total project budget. If such costs are part of the project, they should be mentioned in the budgets and provided by other funding sources.

“Budget A – Administrative costs” table

Include all costs related to the administration of the project including:

XXXXXXXXXXXXXXXXx

This section may cover the requirements for the 13% provision mentioned in ICCM Resolution 4 on the QSP, Appendix II section E, §8

If not relevant, it will be removed

“Budget B – Personnel and training costs” table

This section should cover all costs related to the use of personnel in work months and travel. This table covers for human resources costs related to project personnel, consultants, administrative support personnel and volunteers.

- **Project personnel** should include only salary and training only. A full job description and a detailed description of the recruitment process should be included.
- **Consultant** services should include salary and travel. Terms of reference and a detailed description of the recruitment process should be included. Firms should not be hired as consultants but offered institutional contracts (see table D).
- **Administrative support personnel** include administrative assistants, secretaries, typists, clerks, drivers, translators, interpreters or conference services. A full job description and a detailed description of the recruitment process should be included.
- **Volunteers** include all unpaid personnel. Estimates of a per month costs and total months of work should be included
- **Travel** covers the travel costs and the per-diem of project activity. It applies only to project and administrative support personnel. **Travel should be a project activity included in the project work plan.**

Training costs should also be integrated in table A. **Training should be a project activity included in the project work plan.** In principle, training funds should only be provided for participants from developing countries. Training costs include fellowships, groups training and meetings or conferences.

- **Fellowships**, costs may cover travel, stipends and training fees.
- **Group training** should be used for budgeting participation in training courses, seminars, workshops or study tours. Details for the participation in each activity, such as the tentative dates, venue and number of participants, costs of travel and per-diem should be given separately for each training course or workshop.
- **Meetings or conferences** costs should cover the estimated costs for participation including travel and per-diem. Details such as the tentative dates, venue and number of participants should also be given.

To be further decided upon

“Budget C – Equipment, premises, monitoring and evaluation” table

This table should include all budgetary provisions for expendable equipment, non-expendable equipment, premises, rental, operation and maintenance of equipment, reporting costs, sundry and monitoring and evaluation.

- **Expendable equipment** refers to expendable property or equipment with an original cost of under \$1,500, for which inventory records are not maintained. Purchase of office supplies, books and documents, disposable laboratory equipment, and so on should be budgeted under this table.
- **Non-expendable equipment** includes items of property or equipment valued at \$1,500 or more per unit, usually with a serviceable life of five years or more, as well as items of attraction such as computers. Property records and controls must be maintained and inventory forms with the progress reports of the independent monitoring body. A list of non-expendable equipment, including the estimated costs, should be attached to the funding request.
- **Rental, operation and maintenance of equipment** should be covered in the budget. This includes the rental, operation and maintenance of office and computer equipment; repair, maintenance and insurance of vehicles; purchase of petrol, and rental of meeting room and equipment.
- **Reporting costs** whether estimated or standard costs, should be budgeted for editing, translation, printing, and distribution of reports and publications, and shown under separate lines.
- **Sundry** covers expenditures such as freight and port clearance charges, postage and communications costs.
- **Monitoring and evaluation** should have budgetary provisions for all review arrangements.

To be further decided upon

“Budget D – Other expenditures and sub contracts”

This section will include miscellaneous costs which could not be included in previous sections. **Subcontracts** include all official contracts **other than** the following contracts:

- Personnel and consultants contracts (table A)
- Purchase, repair and maintenance of equipment (table C)
- Printing and publishing contracts

Sub contracts with United Nations cooperating agencies, non United Nations and non-profit making supporting organisations should be included in this table.

Projects involving the acquisition of property, including products and real property, and of services have to undergo the procurement process

More details required, including dollar thresholds [Secretariat to check UNEP guidelines]

To be further decided upon

“Total costs and funding” summary table

To obtain the “total funding from QSP Trust Fund” figure for each year, add all sub-totals from tables A, B, C and D. for each year. If applicable, state for each year the value of all other cash or in-kind contributions to the project in the “Total Value other cash or in-kind Donations” column. To obtain the “project value” figure per year, add the figures in the “total funding from QSP Trust Fund” and the Add figures from the “Total Value other cash or in-kind Donations” column. . To obtain the “Total value of Administrative Costs (Budget A)”, take the total costs from Sub-Table A. To obtain the percentage of the administrative costs, divide “Total value of Administrative costs” by the “total value of the project” figure. .

- “Other Funding sources” table

Mention all other requests made for funding at the national and international levels, including from Governmental departments, Intergovernmental organisations, foundations and the private sector. Mention all submission for cash funding and in-kind donations with the status of the application. If contributions of cash or in kind support have been confirmed, please mention the amounts or value of in-kind support. **Proofs of funding need to be included in the application package.** Tick the “Proof” comun in the table to show such proofs are enclosed in the application package.

- “Application package checklist” section

Please review the list and tick all relevant boxes before sending the application.

- “Applicant Certification”

Please sign, and date the application form before sending it via post to the SAICM Secretariat.

B – Project Description

Prepare a separate project description document

The independent project document is a compulsory part of the application package. It imperatively needs to include the following elements:

- Project Background

The project background must identify and elaborate the problems the project intends to resolve. It must introduce readers and users of the document to the original logic of the project. **This section should be concise, including only** directly relevant material. The background should include information on:

- Specific problems or challenges faced in relation to human health and the environment;
- Priority and urgency of the problem;
- Previous actions to address the problem and how the project complements these efforts;
- Achievements and lessons learned from similar past projects;
- Specific knowledge, experiences or competency possessed in order to deliver the project successfully;
- Relevant institutional capacity of project implementers.

- Project responsibility and management

All stakeholders, including organisations, Ministries or Departments involved in the project preparation must be clearly identified. Define the role and responsibilities of national and international implementing partners. The contact details of the responsible officer must be provided.

- Project description:

The overall outline of the project should be described here. It should include information on:

- How activities and output generation will be carried out (methodology);
- Implementation modalities with internal and external partners and stakeholders;
- How the proposed outputs and activities will help to address the current problem;
- Target beneficiaries and expected impacts on the target beneficiaries;
- How the project managers would ensure successful implementation (strategies);
- How the project will address the sustainability of capacities of the target beneficiaries;

- Project objectives and justification:

State clearly what the project will accomplish and how chemicals management will benefit. Please define how the project will address issues raised in the Project Background section; such as the urgency, priority and specificity of the problems on human health and the environment. Ensure that project objectives are achievable and measurable. Objectives need to be consistent with the overall objectives of the Strategic Approach, as set out in section IV of the SAICM Overarching Policy Strategy, and the Quick Start Programme objectives and strategic priorities (see previous section “What is the Quick Start Programme Trust Fund?”). General objectives should also demonstrate that projects are country-driven.

- Project work plan:

Provide a plan for starting and completing the project. List of all activities and provide specific descriptions of their role in the project, their specific timeframe and specific

objectives or targets. Mention specific methods and techniques as well as the implementation team involved in the accomplishment of each activity.

The work plan sets out the timetable for carrying out project activities. The timetable must include the expected starting and completion dates (in month and year) for each activity. It must also state who is responsible for the implementation of each activity.

This information is best presented as a table.

The work plan is an important tool for formulating and implementing a project. From the work plan, it is possible to assess the implementability of a project, as follows:

- Are the time horizons realistic (for approval, negotiation with cooperating agencies or supporting organizations, delivery of outputs and administration)?
- Is the work load reasonably balanced?
- Are any activities likely to be held up by the timing of other activities?

A well-prepared work plan is particularly useful for monitoring and evaluation. The work plan is used in the progress report as the reference point for assessing the project's progress. As well as being an indicator of progress, the work plan also highlights difficulties likely to be encountered in project implementation, identifies backlogs or bottlenecks, and facilitates advance planning to resolve the anticipated problems.

- Independent monitoring and reporting

The project document must specify the arrangements procedures to be used for monitoring and reporting. Each project must have a monitoring plan indicating the frequency and schedule of reporting as well as the responsible reporters.

[For further discussion at the Quick Start Programme Executive Board meeting]

- Project evaluation

Explain how project results will be measured. Identify qualitative or quantitative indicators or targets that will help determine whether objectives have been met. For each activity mentioned in the work plan, identify their contribution to the overall evaluation.

C – Proofs of funding from other sponsors and donors

If relevant, please provide letters or documents from other funding sources confirming cash and in-kind contributions. Letters or documents of confirmed support not available at the time of application can be submitted later. However, funding decisions will not be given before the proofs are made available to the Trust Fund Implementation Committee.

D – Other supporting information

Documents supporting the application for funding can be sent within the Application package, they include: letters of support, documents highlighting involvement in the SAICM process, press articles and proofs of achievements in chemicals management.

Step 2: Mail the completed application package

Once the application package is completed, fax it and mail it to:

SAICM Secretariat
c/o UNEP Chemicals Branch, DTIE,
11-13 chemin des Anémones,
CH-1219 Châtelaine, Geneva, Switzerland
Fax: (41 22) 797 34 60
E- mail: saicm@chemicals.unep.ch

With the exception of letters of support, which can follow after the submission of your proposal, all other supporting documentation must be forwarded with your original submission.

If you fax or email your proposal, please mail the original by mail so that an original copy is available for our files.

What will happen next?

Screening by the SAICM Secretariat

The application will be screened by the SAICM Secretariat to make sure it is complete and eligible for funding. Once screened by the Secretariat, the applicant will be informed if the application is complete and can be reviewed by the Trust Fund Application committee.

Appraisal and approval by the QSP Trust Fund Implementation Committee

The request for funding will be submitted to appraisal and approval by the Committee. The Committee will first endorse or not the eligibility of the requests. Then, the Committee will decide if funds are granted or if the requests are declined.

Additional information will be included once the Trust Fund Executive Board has confirmed applicable criteria and procedures

Notification

The applicant will be notified by the Secretariat of the Committee's decision.

Implementation arrangements

Activities financed by the trust fund will be implemented in accordance with the project management arrangements approved by the Committee.

Project management arrangements will include the conversion of applications into official project documents according to the standard UNEP format, which would form the basis of a funding agreement between the project proponent and UNEP as the trust fund administrator.

Annex D

List of developing countries and countries with economies in transition

The list is based on the list of Official Development Assistance (ODA) Recipients¹⁰ drawn up by the OECD Development Assistance Committee (DAC). Dependent territories, shown with a double asterisk (**) have been marked for omission from the OECD list for QSP purposes.

Least Developed Countries

Afghanistan	Malawi
Angola	Maldives
Bangladesh	Mali
Benin	Mauritania
Bhutan	Mozambique
Burkina Faso	Myanmar
Burundi	Nepal
Cambodia	Niger
Cape Verde	Rwanda
Central African Rep.	Samoa
Chad	Sao Tome & Principe
Comoros	Senegal
Congo, Dem. Rep.	Sierra Leone
Djibouti	Solomon Islands
Equatorial Guinea	Somalia
Eritrea	Sudan
Ethiopia	Tanzania
Gambia	Timor-Leste
Guinea	Togo
Guinea-Bissau	Tuvalu
Haiti	Uganda
Kiribati	Vanuatu
Laos	Yemen
Lesotho	Zambia
Liberia	
Madagascar	

Other Low Income Countries

(per capita GNI < \$825 in 2004)

Cameroon	Mongolia
Congo, Rep.	Nicaragua
Côte d'Ivoire	Nigeria
Ghana	Pakistan
India	Papua New Guinea
Kenya	Tajikistan
Korea, Dem.Rep.	Uzbekistan
Kyrgyz Rep.	Viet Nam
Moldova	Zimbabwe

¹⁰ As of 1st January 2005, effective from 2006 for reporting on 2005, 2006 and 2007. Source and other resources: http://www.oecd.org/document/16/0,2340,en_2649_34447_2093101_1_1_1_1,00.html

Lower Middle Income Countries and Territories

(per capita GNI \$826-\$3 255 in 2004)

Albania
Algeria
Armenia
Azerbaijan
Belarus
Bolivia
Bosnia and Herzegovina
Brazil
China
Colombia
Cuba
Dominican Republic
Ecuador
Egypt
El Salvador
Fiji
Georgia
Guatemala
Guyana
Honduras
Indonesia
Iran
Iraq
Jamaica
Jordan

Kazakhstan
Macedonia, Former Yugoslav Republic of
Marshall Islands
Micronesia, Fed. States
Morocco
Namibia
Niue
Palestinian Adm. Areas
Paraguay
Peru
Philippines
Serbia & Montenegro
Sri Lanka
Suriname
Swaziland
Syria
Thailand
~~**Tokelau~~
Tonga
Tunisia
Turkmenistan
Ukraine
~~**Wallis & Futuna~~

Upper Middle Income Countries and Territories

(per capita GNI \$3 256-\$10 065 in 2004)

~~**Anguilla~~
Antigua and Barbuda
Argentina
Barbados
Belize
Botswana
Chile
Cook Islands
Costa Rica
Croatia
Dominica
Gabon
Grenada
Lebanon
Libya
Malaysia
Mauritius
~~**Mayotte~~

Mexico
~~**Montserrat~~
Nauru
Oman
Palau
Panama
Saudi Arabia¹
Seychelles
South Africa
~~**St. Helena~~
St. Kitts-Nevis
St. Lucia
St. Vincent & Grenadines
Trinidad & Tobago
Turkey
~~**Turks & Caicos Islands~~
Uruguay
Venezuela

Annex E

Lists of least developed countries and small island developing States, based on those maintained by the United Nations Office of the High Representatives for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States.¹¹

Least Developed Countries¹²

1	Afghanistan	26	Madagascar
2	Angola	27	Malawi
3	Bangladesh	28	Maldives *
4	Benin	29	Mali
5	Bhutan	30	Mauritania
6	Burkina Faso	31	Mozambique
7	Burundi	32	Myanmar
8	Cambodia	33	Nepal
9	Cape Verde*	34	Niger
10	Central African Republic	35	Rwanda
11	Chad	36	Samoa*
12	Comoros *	37	São Tomé and Príncipe *
13	Democratic Republic of the Congo	38	Senegal
14	Djibouti	39	Sierra Leone
15	Equatorial Guinea	40	Solomon Islands*
16	Eritrea	41	Somalia
17	Ethiopia	42	Sudan
18	Gambia	43	Timor-Lesté*
19	Guinea	44	Togo
20	Guinea-Bissau*	45	Tuvalu*
21	Haiti*	46	Uganda
22	Kiribati*	47	United Republic of Tanzania
23	Lao People's Democratic Republic	48	Vanuatu*
24	Lesotho	49	Yemen
25	Liberia	50	Zambia

* *Also SIDS*

¹¹ See <http://www.un.org/special-rep/ohrlls/ohrlls/default.htm>

¹² Determined by the Committee for Development Policy, subsidiary body of the Economic and Social Council in 2003 and made available by the High Representatives for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States. This list is expected to be updated during 2006, as the Committee, at its Eighth Session in March 2006, recommended that Papua New Guinea and Zimbabwe be included in the list of LDCs (subject to their Governments' acceptance) and Samoa be graduated from the list of LDCs. However, to be implemented, this recommendation still requires endorsement by the ECOSOC during its 2006 session ending in July 2006.

Small Island Developing States (SIDS)¹³

1	Antigua and Barbuda	20	Mauritius
2	Bahamas	21	Nauru
3	Barbados	22	Palau
4	Belize	23	Papua New Guinea
5	Cape Verde*	24	Samoa*
6	Comoros*	25	São Tomé and Príncipe*
7	Cuba	26	Singapore
8	Dominica	27	St. Kitts and Nevis
9	Dominican Republic	28	St. Lucia
10	Fiji	29	St. Vincent and the Grenadines
11	Grenada	30	Seychelles
12	Guinea-Bissau*	31	Solomon Islands*
13	Guyana	32	Suriname
14	Haiti *	33	Timor-Lesté*
15	Jamaica	34	Tonga
16	Kiribati*	35	Trinidad and Tobago
17	Maldives*	36	Tuvalu*
18	Marshall Islands	37	Vanuatu*
19	Federated States of Micronesia		

List of Small Island Developing States (SIDS) as of 2003 (Non-UN Members and Associate Members of the Regional Commissions)

1	American Samoa
2	Anguilla
3	Aruba
4	British Virgin Islands
5	Commonwealth of Northern Marianas
6	Cook Islands
7	French Polynesia
8	Guam
9	Montserrat
10	Netherlands Antilles
11	New Caledonia
12	Niue
13	Puerto Rico

* Also LDCs

¹³ For the purpose of the Strategic Approach to International Chemicals Management, the list would be modified to exclude dependent territories and developed countries, which are marked for omission.