
**Fourth meeting of the Quick Start Programme
Trust Fund Implementation Committee**
New York
30 October 2007

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

Introduction

1. In resolution I/4 adopted at its first session, the International Conference on Chemicals Management (ICCM) decided to establish a Quick Start Programme (QSP) to support initial enabling capacity-building and implementation activities in developing countries and countries with economies in transition. The Executive Director of the United Nations Environment Programme (UNEP) was requested to establish a voluntary, time-limited trust fund to provide seed money to support QSP objectives in accordance with resolution I/4.

2. Representatives of the participating organizations of the Inter-Organization Programme for the Sound Management of Chemicals (IOMC)¹ and the United Nations Development Programme (UNDP) were invited to form a Trust Fund Implementation Committee for projects financed by the QSP Trust Fund. In addition, the ICCM established the QSP Executive Board consisting of government representatives of each of the United Nations regions and all the bilateral and multilateral donors and other contributors to the QSP.

I. Opening of the meeting

3. The fourth meeting of the Committee was held at UNDP premises in New York, United States of America, on Tuesday 30 October 2007. The meeting was opened by the secretariat.

* Adopted by the Implementation Committee at its fifth meeting on 17 April 2008.

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).

II. Organizational matters

A. Election of a chairperson

4. Mr. Robert Visser, Deputy Director of the Environment Directorate of OECD, was elected to chair the meeting.

5. While noting the provision in the rules of procedure for the chair to serve on a rotational basis, members saw value in maintaining stability by having OECD continue in the role of chair. It was also recalled that OECD's status as the only member of the Committee with no likelihood of serving as an executing agency for trust fund projects underlined its neutrality as chair of the Committee.

B. Adoption of the agenda

6. The representatives adopted the following agenda for the meeting on the basis of the provisional agenda set out in document SAICM/TF.4/1:

1. Opening of the meeting.
2. Organizational matters:
 - (a) Election of a chairperson;
 - (b) Adoption of the agenda;
 - (c) Organization of work.
3. Further development of application procedures and project management arrangements for the Quick Start Programme Trust Fund.
4. Review and appraisal of project proposals in the third round of applications to the Quick Start Programme Trust Fund.
5. Status of projects approved in the first and second rounds of applications.
6. Other matters.
7. Next meeting.
8. Adoption of the report.
9. Closure of the meeting.

C. Organization of work

7. The Committee agreed to meet from 11 a.m. to 1 p.m. and from 1 p.m. to 7 p.m on Tuesday 30 October 2007. The Committee indicated that if all agenda item were addressed in the first day of its meeting, it would not deem necessary to meet again the following day.

D. Attendance

8. The following organizations were represented: FAO, ILO, OECD, UNDP, UNEP, UNIDO, UNITAR and WHO.

III. Further development of application procedures and project management arrangements for the Quick Start Programme Trust Fund

9. The secretariat introduced document SAICM/TF.4/3, listing issues for possible consideration, which had been prepared as a possible starting point for the Committee's

deliberations. The document contained draft guidance and forms for independent monitoring and evaluation of trust fund projects.

10. The Committee welcomed the document and recommended a number of adjustments. The Committee called for the inclusion of model terms of reference for independent monitors and evaluators. With respect to Form B (overall project assessment), the Committee recommended separating the description of the methodology used in the monitoring and evaluation from the narrative report on the project. It also called for a specific sub-section in Form B to highlight “lessons learned”. Regarding Form C (stakeholders’ involvement), the Committee proposed new columns in which to describe the responsibilities of the stakeholders consulted and their role in relation to the project. The Committee called for a new section in Form D (project objectives) in which to record whether the project objectives have been fulfilled. The guidelines accompanying the forms would also need to be amended to reflect the changes to the forms. The secretariat undertook to circulate the revised guidelines and forms to Committee members by mid-December with a view to finalizing them by correspondence by mid-January. The guidelines and forms would be provided to the Executive Board for its information at its next meeting.

11. In addition, on the recommendation of the Inter-Organization Coordinating Committee of the IOMC, the Committee discussed the possible need for clarification of some terminology relating to applications to the trust fund. The Committee requested the secretariat to draft a brief glossary of key terms as an annex to the application guidelines, including “mainstreaming”, “governance”, “enabling activities” and “project executing agency”. The glossary would provide clarification of the meaning of terms by providing examples rather than fixed definitions. The draft glossary would be provided to the Committee for consideration at its next meeting and the final version would be forwarded to the Executive Board for information.

IV. Review and appraisal of project applications to the Quick Start Programme Trust Fund.

12. The Committee had before it document SAICM/TF.4/2 (summary of applications), as well as copies of the twenty-one applications (fifteen from Governments and six from civil society organizations) received by the secretariat in the third round of applications. In compliance with ICCM resolution I/4 and guidance by the QSP Executive Board, the secretariat had screened the applications for completeness and eligibility and presented the complete and eligible applications to the Committee for appraisal and possible approval.

A. Completeness and eligibility

13. The secretariat reported that it considered that five applications had not met the requirements for completeness and/or eligibility. The Committee endorsed the conclusions of the secretariat indicated in paragraph 3 and 4 of document SAICM/TF.4/2 and confirmed that two Government and three civil society network applications would therefore not be appraised by the Committee. The Committee however invited the applicants to revise and resubmit their applications in a later round when requirements for completeness and eligibility have been met.

B. Appraisal and decisions

14. The Committee had before it document SAICM/TF.4/INF/3 on the status of financial contributions to the Trust Fund, document SAICM/TF.4/2 summarising the criteria for consideration of and information on the applications, as well as copies of the full project proposal documents for each application. The Committee also took note of the provisions of the QSP business plan, in document SAICM/TF.4/INF/1, for equitable delivery strategies and targets for the Trust Fund.

15. Noting the multiple applications from civil society networks in the present round, one member of the Committee initiated a discussion on the implementation of guidance in the QSP business plan on the balance between Government and civil society projects to be maintained when allocating resources. In that regard, the Committee interpreted the provision for allocation to civil society projects of ten per cent of available resources in each round as an overall target to

be achieved during the life-time of the fund. This could mean, for example, supporting civil society projects valued at more than ten per cent of available resources when there were strong applications in a certain round and not supporting projects in other rounds where applications were not of sufficient quality.

16. The Committee reviewed and discussed the sixteen complete and eligible applications and decided to approve six projects and conditionally approve another five projects, with a combined value of \$2,232,155. The approved or conditionally approved projects related to nine Government applications and two civil society applications and involved activities in seventeen countries, including four Least Developed Countries (LDCs). The geographical breakdown of the seventeen countries concerned was four African, one Asian-Pacific, two Central and Eastern Europe and ten Latin American and Caribbean countries. All approved or conditionally approved projects were multi-sectoral in scope. The decisions of the Committee on the individual project proposals are summarized as follows:

- (a) Six projects with a combined total value of \$1,289,909 were approved:
 - (i) Project proposal QSPTF/07/GOV/03, submitted by El Salvador for \$246,700: "Life cycle Analysis of Chemical Substances," was approved with the recommendation that links be made with the work of the Basel Convention Regional Centre in El Salvador.
 - (ii) Project proposal QSPTF/07/3/GOV/04, submitted by Peru for \$249,004: "Safe chemicals," was approved subject to the secretariat confirming that the expected letters of support had indeed been submitted.
 - (iii) Project proposal QSPTF/07/3/GOV/05, submitted by Yemen for \$249,500: "Integrated national program for the sound management of chemicals and implementation of the Strategic Approach in Yemen," was approved.
 - (iv) Project proposal QSPTF/07/3/GOV/07, submitted by Armenia for \$245,680: "Armenia and UNEP Partnership Initiative for Sound Management of Chemicals and Implementation of SAICM in Armenia," was approved with the recommendation that links be made with FAO projects relating to obsolete pesticides and a UNIDO project currently being developed in relation to cleaner production.
 - (v) Project proposal QSPTF/07/3/GOV/14, submitted by Mali for \$58,400: "Updating the national chemicals management profile, developing a national SAICM Capacity assessment, and holding a national SAICM priority setting workshop in Mali," was approved with the recommendation that links be made with the work of the "Comité Sahélien des Pesticides" and activities relating to implementation of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade.
 - (vi) Project proposal QSPTF/07/3/NGO/01, submitted jointly by the Argentine Society of Doctors for the Environment (AAMMA) and the International Society of Doctors for the Environment (ISDE) for \$240,625: "Integrated regional campaign on minimisation of mercury domestic sources with actions of intervention in the community to protect children and women's health in the countries of Argentina, Bolivia, Chile, Paraguay, Peru and Uruguay," was approved with the recommendation that links be made to the mercury inventory work in Chile currently under way with the support of the United States Environmental Protection Agency. The Committee also recommended that consideration be given, where possible, to the provision of project information materials in local languages.

- (b) Five projects with a combined total value of \$941,246 were conditionally approved:
- (i) Project proposal QSPTF/07/3/GOV/1, submitted by Sudan for \$144,072: “Development of a Sustainable Integrated National Programme for Sound Management of Chemicals,” was approved on the condition that additional information be provided on the project’s relationship to work undertaken under Sudan’s recently submitted National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants and work on locust control funded by the Government of Japan. The Committee requested the secretariat to circulate the information to the Committee for verification.
 - (ii) Project proposal QSPTF/07/3/GOV/08, submitted by Belarus for \$250,000: “Belarus, UNDP and UNEP Partnership Initiative for the Integration of Sound Management of Chemicals Considerations into Development Plans and Processes,” was approved on the condition that information be provided on the number of consultants required and their specializations.
 - (iii) Project proposal QSPTF/07/3/GOV/11, submitted by Kenya for \$249,900: “Strengthening Capacities in Kenya for National SAICM Implementation,” was approved on the condition that details were provided on satisfactory monitoring and evaluation arrangements. The Committee also recommended that links be made between the project’s information management activities and the work of the UNEP Chemicals Information Exchange Network.
 - (iv) Project proposal QSPTF/07/3/GOV/13, submitted by Liberia for \$71,050: “Developing a National Chemicals Management Profile, developing a national SAICM capacity assessment and holding a national SAICM priority setting workshop in Liberia,” was approved on the condition that letters demonstrating the support of and involvement in the project by Ministries of Health and Labour were submitted.
 - (v) Project proposal QSPTF/07/3/NGO/03, submitted by Sustainlabour for \$227,224: “Enabling workers and workplaces for SAICM implementation,” was approved on the condition that that letters demonstrating the support of and involvement in the project by Ministries of Environment and Health were submitted.
- (c) Three projects were recommended for amendment and resubmission:
- (i) Project proposal QSPTF/07/3/GOV/2, submitted by Bahrain for \$250,000: “Capacity Building for Integrated and Sustainable Chemicals and Hazardous Waste Management System in Bahrain,” was recommended for resubmission following adjustments to include a more focussed scope and clearer deliverables, an explanation of how the proposed activities would achieve the project objectives and clarification of the non-expendable equipment section of the project budget.
 - (ii) Project proposal QSPTF/07/3/GOV/10, submitted by Côte d’Ivoire for \$213,798: “Strengthening the capacity of Côte d’Ivoire to monitor and control the transboundary movements of chemicals and hazardous wastes, in particular MARPOL type wastes,” was recommended for resubmission following adjustments to focus on specific deliverables for Côte d’Ivoire, include further involvement of the health sector, make links to the previously approved QSP trust fund multi-country project including Côte d’Ivoire and elaborate on the role of the International Maritime Organization.
 - (iii) Project proposal QSPTF/07/3/NGO/02, submitted by Society of Environmental Toxicology and Chemistry (SETAC) for \$250,000: “Scientific Capacity Building in Support of SAICM in Africa,” was recommended for

resubmission following adjustments to clarify the sustainability to the project's outcomes through follow-up to the planned training workshop and the added value of the project in relation to existing programmes and training materials of intergovernmental organizations.

(d) Two projects were declined:

(i) Project proposal QSPTF/07/3/GOV/06, submitted by Pakistan for \$249,907: "Development of Capacity Building and Strengthening of National Chemical Management Institutions Plan, Programmes and Activities to Implement the Strategic Approach in Pakistan," was declined on the grounds that the proposed project did not reflect the recommendations made by the Committee at its third meeting in relation to a previously submitted proposal, including a recommendation that a new proposal should build upon the work and outcomes of the current UNITAR pilot project in Pakistan for implementation of SAICM.

(ii) Project proposal QSPTF/07/3/GOV/09, submitted by Indonesia for \$250,000: "Indonesia, UNDP and UNEP partnership initiative for the implementation of SAICM," was declined on the grounds that the proposed project failed to comply with the requirement to submit letters of support for the project proposal and the absence of detailed information on priorities addressed by the project.

17. The Committee requested the secretariat to take responsibility for confirming that additional requirements had been fulfilled by proponents of proposals which the Committee had conditionally approved, except in the case of the application of the Government of Sudan. As indicated by the Committee at its previous meeting, failure to meet the conditions for approval by the time of the Committee's next meeting would result in projects being declined.

V. Status of projects approved in the first and second rounds of applications

18. The secretariat representative introduced document SAICM/TF.4/4, the report of the secretariat on the status of projects approved in the first and second rounds of applications. The Committee noted that the timeframe for project implementation had been challenged by the initial establishment of project management arrangements but that progress had since been made. The Committee invited the secretariat to prepare for its next meeting a draft report on implementation which would lay the ground for the Committee's report on project execution for consideration of the Executive Board at its next meeting.

VI. Other matters

19. The secretariat noted that somewhat fewer applications had been submitted in the third applications round and suggested that countries that had not yet applied for project funding might be in need of greater assistance from organizations represented on the Committee in the development of proposals. This might be particularly so in relation to projects for sectors that were currently under-represented in the allocation of trust fund resources. Some Committee members indicated that they were already facilitating projects for upcoming application rounds while others reported either limited interest from their sector or limited staff resources to assist in developing project proposals. The Committee decided to keep demand trends under review and noted the need for assistance in the development of project proposals.

20. The secretariat also drew the attention of implementing and executing agencies of the Global Environment Facility and the Multilateral Fund for Implementation of the Montreal Protocol on Ozone Depleting Substances to the potential to use QSP trust fund projects as co-financing for project proposals to the two funding mechanisms. Such an approach was potentially mutually beneficial as it would enable the QSP to fulfil its "seed money" function in leveraging larger resources and give effect to the invitation in the SAICM Overarching Policy Strategy for the two funding mechanisms to support SAICM implementation, while at the same time could allow project applicants to meet co-financing

requirements, for example for Global Environment Facility projects. The Committee took note of these observations and agreed to reflect on such opportunities for the future.

VIII. Adoption of the report

21. The Committee invited the secretariat to prepare a draft provisional report of the meeting and to circulate it to members of the Committee before 2 November 2007. It was agreed that comments could be sent to the secretariat until 16 November 2007, after which the report would be provisionally issued and considered for adoption by the Committee at its fifth meeting.

IX. Next meeting

22. It was agreed that the fifth meeting of the Committee should be held in Geneva on 17 and 18 April 2008. The Committee tentatively scheduled its sixth meeting to be held in Vienna on 16 and 17 October 2008.

IX. Closure of the meeting

23. The chairperson declared the meeting closed at 6.45 p.m. on Wednesday 30 October 2007.
