



Stockholm Convention on Persistent Organic Pollutants

اتفاقية استكهولم بشأن الملوثات العضوية الثابتة · 关于持久性有机污染物的斯德哥尔摩公约 · Convention de Stockholm sur les polluants organiques persistants
 Convenio de Estocolmo sobre Contaminantes Orgánicos Persistentes · Стокгольмская конвенция о стойких органических загрязнителях



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FORMAT FOR PROVIDING RELEVANT INFORMATION PURSUANT TO DECISION SC-3/12 BY NOMINATED STOCKHOLM CONVENTION CENTRES

A. GENERAL INFORMATION

1. **Name of institution**
2. **Name of person in charge of institution**
 - a. **Job title**
3. **Name of the coordinator of the regional or subregional centre**
 (if different to that in 2 above)
4. **Contact (liaison) person to the Secretariat**
 (if different to that in 3 above)

5. Address of Institution

Street address

City Postal Code

Country

Telephone Fax

Email

6. Address for correspondence

(If different to that in 5 above)

Street address

CityPostal Code

Country

7. Access to the Centre

Please indicate the distance of the institution from nearest international airport.

Name of the airport

Distance from institution.... km/miles

8. Legal status

Please indicate the legal status of the nominated organization

- Government body
- Intergovernmental organization
- Non Governmental organization
- Other, specify

Please attach the charter/ legal document by which the organization was established.

9. Coordinator and other staff of the nominated institution

Please provide the Curriculum Vitae of the coordinator of the nominated regional centre that includes his or her technical background, project management competencies and experience in technical assistance and capacity building in the template given in the **annex 1**.

10. Institutional Profile

Please attach separately a brief institutional profile that includes summaries of relevant activities undertaken by the institution within last 2 years in the template given in the **annex II**.

B. INFORMATION ON EXPERTISE CURRENTLY AVAILABLE

1. Areas of expertise

Please indicate which of the areas of expertise in capacity building and technology transfer listed below, is currently available at your institution. (Please check the relevant boxes below)

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Development, updating and implementation of <u>national implementation plans</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Identification and promotion of <u>best available techniques and best environmental practices</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | (c) Identification and <u>disposal of persistent organic pollutants</u> , including transfer of environmentally sound technologies for the destruction of such wastes |
| <input type="checkbox"/> | <input type="checkbox"/> | (d) Identification and <u>remediation of sites</u> contaminated with <u>persistent organic pollutants</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | (e) Effectiveness evaluation, including <u>monitoring</u> of levels of <u>persistent organic pollutants</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | (f) Review of <u>available infrastructure, capacity and institutions</u> at the national and local levels and the potential to strengthen them |
| <input type="checkbox"/> | <input type="checkbox"/> | (g) Development and establishment of <u>laboratory capacity</u> , including the promotion of standard sampling and analysis procedures for validation of inventories |
| | | (h) Development and strengthening <u>research capacity</u> at the national, subregional and regional levels, including: |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) Development and introduction of alternatives to <u>persistent organic pollutants</u> , with special emphasis on reducing the need for specific exemptions |
| <input type="checkbox"/> | <input type="checkbox"/> | (ii) Training of technical personnel |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) Development and updating of a <u>list of technologies</u> that are available to be transferred to the eligible Parties through regional and subregional centres |
| <input type="checkbox"/> | <input type="checkbox"/> | (j) Identification of <u>obstacles and barriers</u> to the transfer of technology and its solutions |
| <input type="checkbox"/> | <input type="checkbox"/> | (k) Development, implementation and enforcement of <u>regulatory controls and incentives</u> for the sound management of <u>persistent organic pollutants</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | (l) Promotion of <u>awareness raising</u> and information dissemination programmes, including awareness-raising among the general public, of issues related to the Convention |
| | | (m) <u>Training</u> for decision makers, managers and personnel responsible in: |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) <u>Persistent organic pollutants</u> identification |
| <input type="checkbox"/> | <input type="checkbox"/> | (ii) Technical assistance needs identification |
| <input type="checkbox"/> | <input type="checkbox"/> | (iii) Project proposal writing |
| <input type="checkbox"/> | <input type="checkbox"/> | (iv) Legislation development and enforcement |
| <input type="checkbox"/> | <input type="checkbox"/> | (v) Development of an inventory of <u>persistent organic pollutants</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | (vi) Risk assessment and management of PCBs, PCDD/Fs |
| <input type="checkbox"/> | <input type="checkbox"/> | (vii) Evaluation of social and economic impacts |
| <input type="checkbox"/> | <input type="checkbox"/> | (viii) Development of Pollutants Release and Transfer Registers |
| <input type="checkbox"/> | <input type="checkbox"/> | (n) Other, please specify: |

2. Specific expertise

Among the areas checked above, which area/s the centre considers as areas of its specific expertise and have comparative advantage over others?

3. Technical personnel with recognized competence in capacity-building or technology transfer

Please list the technical personnel currently working at the nominated institution and indicate their expertise by citing corresponding numbers (a-n) of the above list. Also please attach their curriculum vitae when submitting this form using the template as given in **annex III**.

List of technical personnel

Name	Job title	Expertise (a-n)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

C. EQUIPMENT AND FACILITIES

1. Equipment

Please specify the office equipment currently in use at your institution and are available for current purpose
Equipment (that are available for training and activities relevant to technical assistance) **Yes** **No** **Number**

Personal computer with up to date software	<input type="checkbox"/>	<input type="checkbox"/>	
Printers	<input type="checkbox"/>	<input type="checkbox"/>	
Photocopier/ Scanners	<input type="checkbox"/>	<input type="checkbox"/>	
Multimedia projector/Audio-visual recorders	<input type="checkbox"/>	<input type="checkbox"/>	
Microphones	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify.....	<input type="checkbox"/>	<input type="checkbox"/>	

2. Installed and operational communication facilities

Please indicate which of the following communication facilities are available and operational at your institution that is related to the technical assistance activities.

	Yes	No
2.1 Telephone	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Fax	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Internet connection (indicate the type of connection available)		
a. Dial-up	<input type="checkbox"/>	<input type="checkbox"/>
b. ADSL	<input type="checkbox"/>	<input type="checkbox"/>
c. Broadband cable	<input type="checkbox"/>	<input type="checkbox"/>
d. T-1/DSL	<input type="checkbox"/>	<input type="checkbox"/>

3. Meeting facilities

Does the nominated institution have meeting facilities?

- Yes
 No

If the answer to the question above is yes, please provide information as to the type, number and size of the meeting facilities and their location.

Type	Yes	No	Size (by persons)	Location
Meeting hall	<input type="checkbox"/>	<input type="checkbox"/>		
Training hall simple/class room	<input type="checkbox"/>	<input type="checkbox"/>		
Training hall equipped with computers	<input type="checkbox"/>	<input type="checkbox"/>		

Locations of facilities:

Indicate whether or not the training halls/meeting halls are located within the premise of the institution itself.

- Yes
 No

Please also indicate if there are any partnership arrangement for meeting/training facilities with any other institution below

- Yes
 No

(Attach MOU if applicable)

D. COVERAGE OF THE INSTITUTION

1. Eligible Parties to be served by the proposed centre

Please list the eligible¹ Parties which your institution intends to serve.

List of eligible Parties to be served by the nominated institution

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

2. Parties to be served outside the region/subregion

Would the institution be available to serve beyond its current serving geographical region if need arise?

Yes No

3. Cooperation and coordination

3.1 Does the institution currently serve as a regional or subregional centre to any other multilateral environmental agreement (MEA)?

Yes No

If yes please provide the name of the multilateral environmental agreement

.....

3.2 Has the institution entered into any partnership arrangement with other institutions/regional centres in providing technical assistance to its constituent Parties?

Yes No

If yes provide the copy of MOU/ document reflecting this arrangement.

4. Language

Please indicate the working language(s) of the nominated institution.

.....

Note: In accordance with decision SC-2/9 all centres must be capable of communicating in English.

¹ As per the decision SC1/15, to be eligible to receive technical assistance under the Stockholm Convention, a country must be a developing country or a country with an economy in transition and a party to the Convention

Annex I: Template for providing CV of the Coordinator

1. Name:	2. Date of birth:
3. Contact details:	
House number/Street/City/Country:	
Telephone (Landline):	Mobile:
Email (work):	Email (private):
4. Academic and technical qualifications	
First university degree:	Area of specialization:
Other degrees (if any):	Areas of specialization:

5. Technical/vocational trainings received (list only three most relevant trainings on the technical assistance related activities)
1. Title of training:
Start and end date of training:
Name of the institute providing training:
2. Title of training:
Start and end date of training:
Name of the institute providing training:
3. Title of training:
Start and end date of training:
Name of the institute providing training:

6. Project/activities undertaken as a team leader/manager (Provide three most relevant projects only)

1. Name of the project:
Year and duration (in months) of project:
Your role and responsibilities:
Nature of task (check relevant box/es): Management <input type="checkbox"/> Technical <input type="checkbox"/>
Your achievements:

2. Name of the project:

Year and duration (in months) of the project:

Your role and responsibilities:

Nature of task (check relevant box/es): Management Technical

Your achievements:

3. Name of the project:

Year and duration (in months) of the project:

Your role and responsibilities:

Nature of task (check relevant box/es): Management Technical

Your achievements:

7. Project/activities undertaken as a team member/researcher (provide three most relevant projects only)

1. Name of the project:

Year and duration (in months) of the project:

Your role and responsibilities:

Nature of task (check relevant box/es): Management Technical

Your achievements:

2. Name of the project:

Year and duration (in months) of the project:

Your role and responsibilities:

Nature of task (check relevant box/es): Management Technical

Your achievements:

3. Name of the project:

Year and duration (in months) of the project:

Your role and responsibilities:

Nature of task (check relevant box/es): Management Technical

Your achievements:

8. Any relevant publications in international peer reviewed journal (list only recent and relevant maximum up to five publications):

1.
2.
3.
4.
5.

Annex II. Template for providing information on institutional profile

1. Name of the Institution:

2. Year of establishment:

3. Objectives of it's establishment:

4. Relevant Charter/provision under the national law for its establishment

5. Partnership arrangements
(Provide information on partnership arrangements, if any, with other institution/s to undertake its technical assistance activities)

6. Please provide the organigram of the institution indicating the hierarchy of only those departments/divisions which are responsible for undertaking technical assistance programme in the capacity of the regional centre. (*Attach the organigram separately*)

7. Does the institution have authority to enter into a MOU with international agencies (IGOs/NGOs)

Yes No

If yes, then can it receive and handle funding directly in its bank account as agreed in MOU?

Yes No

If it is not possible currently then can this be arranged within reasonable time?

Yes No

8. Please list major activities undertaken by the institution in last two years that are relevant to the area of technical assistance

(Please attach a separate sheet for this information)

Annex III: Template for providing CV of the Experts

1. Name:	2. Date of birth:
3. Contact details: House number/Street/City/Country: Telephone: Landline: Email (work):	Mobile: Email (private):
4. Academic and technical qualifications First university degree: Other degrees (if any):	Area of specialization: Areas of specialization:
5. Language skills	speaking writing understanding
1.	
2.	
3.	

5. Technical/vocational trainings (list only three most relevant trainings you participated which are relevant to the technical assistance programme of the centre)

1. Title of training: Start and end date of training: Name of the institute providing the training:
2. Title of training: Start and end date of training: Name of the institute providing the training:
3. Title of training: Start and end date of training: Name of the institute providing the training:

6. Project/activities undertaken as a team leader/manager (Provide three most relevant projects only)

1. Name of the Project/activity Your role and responsibilities: Nature of task (check relevant boxes): Management <input type="checkbox"/> Technical <input type="checkbox"/> Your achievements:

2. Name of the Project/activity

Your role and responsibilities:

Nature of task (check relevant boxes): Management Technical

Your achievements:

3. Name of the Project/activity

Your role and responsibilities:

Nature of task (check relevant boxes): Management Technical

Your achievements:

7. Project/activities undertaken as a team member/researcher (provide three most relevant projects only)

1. Name of the Project/activity

Your role and responsibilities:

Nature of task (check relevant boxes): Management Technical

Your achievements:

2. Name of the Project/activity

Your role and responsibilities:

Nature of task (check relevant boxes): Management Technical

Your achievements:

3. Name of the Project/activity

Your role and responsibilities:

Nature of task (check relevant boxes): Management Technical

Your achievements:

8. Please list three most recent trainings and or capacity building related activities of your involvement with direct relevance to the function of a regional centre under the Convention

1. Name of the training/capacity building activity

Recipient/s (institution) of the activity

Year

Main activities undertaken

2. Name of the training/capacity building activity

Recipient/s (institution) of the activity

Year

Main activities undertaken

3. Name of the training/capacity building activity

Recipient of the activity

Year

Main activities undertaken

9. Any relevant publications in international peer reviewed journal (list only recent and relevant five publications):

1.

2.

3.

4.

5.