

Umbrella Project Work Plan (update of July 2004) Original 24 months 14 months extension to the global project ***		Project Months																																						
		2002						2003						2004						2005																				
ACTIVITIES		1*	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	
<b>I.</b>	<b>Coordination of Sub-project initiation and launch activities</b>																																							
I.1.	Completion of signatures of the 12 sub-project documents																																							
I.2.	Completion of transfer of initial funds for the 12 sub-projects																																							
I.3.	Completion of 12 sub-project launch workshops																																							
I.4.	The Lebanon Sub-project launch workshop as the last one																																							
I.5.	Completion of the activities under the MOU with UNITAR for the assistance in the preparation/update of National Profiles for all the countries except for Chile and Slovenia not need																																							
I.6.	Guidance Document for the NIPs																																							
I.7.	Communication Strategy draft specific for the Project and final generic Comm. Strategy for NIPs																																							
<b>II.</b>	<b>Steering Group Meeting</b>																																							
II.1.	First Steering Group Meeting																																							
II.2.	** Second Steering Group Meeting																																							
<b>III.</b>	<b>Mid-term review of the Project</b>																																							
III.1.	Prepare documentation, schedule for the MTE – Project Manager																																							
III.2.	Review – EOU & UNEP DGEF																																							
III.3.	Report on the findings and recommendations of the MTE – Project Steering Group																																							
<b>IV.</b>	<b>National Profiles</b>																																							
IV.1.	Submittal of the 12 draft National Profile																																							
IV.2.	Review of and provide comments to the NPs – UNITAR																																							
IV.3.	Submittal of the final endorsed NPs by the countries																																							
<b>V.</b>	<b>POPs Inventories</b>																																							
V.1.	Submittal of the 12 draft prelim. POPs (PCBs, D/F, and pesticides) Inventories																																							
V.2.	Independent Review of the draft Inventories and provision of comments – UNEP peer reviewers																																							
V.3.	Submittal of the preliminary POPs Inventories by the Countries																																							
V.4.	Development of and Training in Action Plans in DDT, Pesticides, PCBs and D/F																																							
<b>VI.</b>	<b>NIPs with costing, backed up by Action Plans</b>																																							
VI.1.	Submittal of the 12 draft prioritized NIPs with costing backed up by Action Plans																																							
VI.2.	Independent Review of the draft NIPs and provision of comments – UNEP PM																																							
VI.3.	*** Submittal of the final endorsed NIPs by the Countries																																							
<b>VII.</b>	<b>Request and Provision of Further Funds</b>																																							
VII.1.	Request supplemental funds, requirements sent out by PM and requests endorsed by the countries																																							
VII.2.	Proposal to GEFSEC by PM and UNEP GEF Division																																							
VII.3.	Provision of funds as needed																																							
<b>VIII.</b>	<b>Sub-project Completion Reports</b>																																							
VIII.1.	Submittal of 12 draft Sub-project Completion Reports by the countries																																							
VIII.2.	Review of and comments to the Reports – PM																																							
VIII.3.	***Submittal of the final Reports by the countries																																							
<b>IX.</b>	<b>Global Pilot Project Completion Report</b>																																							
IX.1.	Submit draft Report to UNEP management – Project Manager																																							
IX.2.	Review of and comments to the Completion Report – UNEP Management																																							
IX.3.	Submit the final Report to GEFSEC and SGM members																																							
<b>X.</b>	<b>Audit of the Project (after this 38 months time-frame)</b>																																							
X.1.	Carry out an independent Audit of the Project/Sub-projects – arranged for by UNEP GEF Division																																							
X.2.	Submit Audit Report																																							
<b>XI.</b>	<b>Evaluation of Project (after this 38 months time-frame)</b>																																							
XI.1.	Carry out an independent evaluation of the Project – as requested and arranged for by GEFSEC																																							
XI.2.	Submit Project Evaluation Report																																							

\*First Month: May 2002 – Last Month: June 2005    \*\* Tied to the submittal of numerous draft NIPs by the countries, will be a global meeting with the involvement of the 12 countries    █ - Lebanon's accelerated plan: by June 2005

\*\*\* 24 months original duration period to be counted from the date of the receipt of the initial funds – as in the sub-project document original work plan s—based on this the Project should be completed by January 2005, since Lebanon, as the last received the initial funds in January 2003. – therefore the actual extension period until June 2005 is only five months.