

United Nations Development Programme

Country: Bosnia and Herzegovina

PROJECT DOCUMENT¹

Project Title: Bosnia and Herzegovina's Third National Communications to the UNFCCC

UNDAF Outcome(s): Outcome 3: By the end of 2014, Government meets requirements of EU accession process and multi-lateral environment agreements (MEA), adopts environment as a crosscutting issue for participatory development planning in all sectors and at all levels, strengthens environmental management to protect natural and cultural resources and mitigate environmental threats.

UNDP Strategic Plan Environment and Sustainable Development Primary Outcome: Expanding access to environmental and energy services for the poor

Expected CP Outcome(s): Strengthened national capacities to integrate environmental and energy concerns into development plans at all levels and systems for effective implementation of the sectoral priorities

Expected CPAP Output (s): State-level Government in coordination with Entity Government is enabled to respond to its international environmental obligations including EU accession obligations

Executing Entity/Implementing Partner: RS Ministry of Spatial Planning, Construction and Ecology

Brief Description

This project aims to enable Bosnia and Herzegovina to prepare and disseminate its Third National Communications (TNC) to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention according to the decision 17/CP.8 and other guidance provided. The TNC will update and strengthen information provided regarding national circumstances, greenhouse gas inventories, climate change mitigation, vulnerability to climate change and steps taken to adapt to climate change and information on public awareness, education, training, systematic research and observation and technology transfer. The project will also increase the capacity to produce subsequent NCs that meet CoP guidelines and inform policies in Bosnia and Herzegovina.

Programme Period:	Jun 2014–May 2017
Atlas Award ID:	00079744
Project ID:	00089645
PIMS #	5251
Start date:	June 2014
End Date	May 2017
Management Arrangements	NIM
PAC Meeting Date	9 April 2014

Total resources required	\$ 631,000
Total allocated resources:	_____
• Regular	_____
• Other:	_____
○ GEF	\$ 500,000
○ Government	_____
○ In-kind	_____
○ Other	\$ 45,000
In-kind contributions	\$ 86,000

¹ For UNDP supported GEF funded projects as this includes GEF-specific requirements

Agreed by (Government):

Date/Month/Year

Agreed by (Executing Entity/Implementing Partner):

Date/Month/Year

Agreed by (UNDP):

Date/Month/Year

Table of Contents

Acronyms	4
Situation analysis	5
Strategy	6
Project Results Framework	9
Total budget and workplan	12
Management Arrangements	15
Monitoring Framework and Evaluation	17
Legal Context.....	20
Appendix A: Summary report of the self-assessment exercise	21
A.1 Methodological approach.....	21
A.2 Findings.....	21
A.3 Risk log	27
A.4 Stakeholder Involvement Matrix	29
Appendix B: Technical components of the project proposal.....	35
B.1 Description of components and activities	35
B.2 Detailed Workplan	45
Appendix C: Terms of Reference	52
Appendix D: Endorsement letters	54
Appendix E: Standard LoE between UNDP and the government for the provision of support services ..	57

Acronyms

BD	Brčko District
BiH	Bosnia and Herzegovina
CC	Climate Change
CoP	Conference of Parties
EBRD	European Bank for Reconstruction and Development
FBiH	Federation of Bosnia and Herzegovina
FBUR	First Biennial Update Report
GEF	Global Environmental Facility
GHG	Greenhouse Gas
HMI	Hydro-meteorological institutes
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
LEDS	Low Emission Development Strategy
LoE	Letter of Agreement
LUCF	Land Use Change and Forestry
MRV	Measurement, Reporting and Verification
NAMA	National Appropriate Mitigation Actions
NCSP	National Communications Support Programme
PA	Project Assistant
PM	Project Manager
RS	Republika Srpska
SNC	Second National Communication
SRES	[IPCC] Special Report on Emissions Scenarios
TL	Team leader
TNA	Technology Needs Assessment
TNC	Third National Communication
UNDP	United Nations Development Programme
UNDAF	United Nations Development Assistance Framework
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
WB	World Bank
WMO	World Meteorological Organization

1. SITUATION ANALYSIS

Bosnia and Herzegovina (BiH) became a member of the United Nations Framework Convention on Climate Change (UNFCCC) on December 6, 2000, and the Kyoto Protocol was ratified on April 22, 2008. Following the ratification of the UNFCCC, BiH has made a serious effort to establish appropriate political, institutional and legal frameworks to meet the commitments of the convention. Based on mutual agreement of both of the relevant entities, the BH Focal Point for the UNFCCC is the Ministry of Spatial Planning, Civil Engineering and Ecology of Republic of Srpska (RS).

For successful implementation of Bosnia and Herzegovina's obligations under the Convention, a BiH Climate Change Committee was formed. Subsequently, in accordance with the conclusion of the BiH Council of Ministers 66th session (held on May 16, 2002), a BiH Sub-Committee for Climate Change was established. Based on decisions of RS and FBiH governments, an Inter-entity environment body has been formed. This Body deals with environmental issues which require consolidated approach of both entities. It also covers any other issues delegated to this Body by entities. This Inter-entity body is in charge for development of inter-entity environment protection plan.

The Initial National Communication (INC) of BiH to the UNFCCC was submitted in 2010. Technical assistance and coordination was provided by UNDP BiH following the guidance provided in "Instructions for the Preparation of National Communications of the Member Countries not Involved in Annex I to the Convention" (17/CP.8), the corresponding Operational Program of the GEF, and relevant documents from Bosnia and Herzegovina. A total of 45 domestic experts from 14 relevant areas were selected from a field of more than 200 candidates to work directly on the preparation of the document. The Project Board, which included the state and entity level governments, actively followed and supported the INC preparation process.

The Second National Communication (SNC) has been prepared using similar arrangements and the same comprehensive representation. The SNC was adopted by the BiH Council of Ministers on 08 Oct 2013, following its adoption by both entity governments. The SNC has advanced the state of climate modeling, impacts assessment, and policy analysis in Bosnia and Herzegovina and it has also established a measurement baseline for public awareness and outlined key capacity needs. Furthermore, work on the SNC has enhanced the individual capacity of climate researchers in Bosnia and Herzegovina in government, academia, and NGOs, and it has strengthened the organizational capacity of the UNFCCC focal institution in Bosnia and Herzegovina, the Ministry of Spatial Planning, Civil Engineering and Ecology of RS. Finally, the INC and the SNC have served as an important source of information for the country's Climate Change Adaptation and Low Emission Development Strategy. Climate Change Adaptation and Low Emission Development Strategy was adopted by Council of Ministers together with SNC. This Strategy presents the first development Strategy in this field adopted by both entity governments and Council of Ministers. This adoption does not only present a great success for UNDP, but it also sets a great precedent for BiH showing that things can be achieved if done in the proper participatory and bottom-up approach.

Support from the Global Environmental Facility has been received for the preparation of BiH's First Biennial Update Report (FBUR) in order to fulfill new obligations resulting from the Cancun and Durban COP decisions related to the submission of national communications and biennial update reports. The FBUR will be submitted to the UNFCCC in December 2014.

Support from the Global Environment Facility is needed for the preparation and submission of the Third National Communication (TNC) in order to continue to develop existing technical and institutional capacity, to improve and enhance the scope and quality of the communication, and to continue efforts to integrate climate change into government activities. The TNC is planned to be submitted to the UNFCCC by December 2016.

2. STRATEGY

Project rationale

Overall, this project will support a multilateral environmental agreement, which is a stated national priority listed in the UNDAF. The capacity development activities under this project and its particular emphasis on disseminating the TNC and its findings to policy-makers directly support the UNDAF Outcome 3. This area of cooperation specifically focuses on enhancing the capacity of the government in the area of integrated resources management, and it explicitly mentions climate change mitigation and adaptation as an agency outcome.

Within this framework, this project will specifically enable Bosnia and Herzegovina to prepare its Third National Communication (TNC) to the Conference of Parties. Preparation of the TNC will support achievement of the national environmental objectives in several ways: (1) It will enhance the ability of Bosnia and Herzegovina to participate actively in addressing the global environmental threat of climate change; (2) It will develop capacity in climate change-related research and analysis that can support effective environmental policies and provide important data related to environmental challenges to sustainable development in Bosnia and Herzegovina that go beyond climate change; and (3) It will provide improved information and analysis for policies in key areas, such as water resources, agriculture etc.

Country ownership

Authorities of Bosnia and Herzegovina and the various domestic stakeholders are very motivated to support and implement the project as GHG levels and climate change issues are becoming more and more prominent in various sectors and at the top level. Also, governments are very keen on keeping the close relationship with researchers and broad stakeholders participation. Further integration of climate changes into sectoral strategies is seen as a way towards sustainable developments.

Furthermore, the preparation of the TNC is mandated under the UNFCCC, and the Government has an interest in maintaining its commitments to international agreements and being fully engaged in the UNFCCC process.

The Implementing Partner for this project will be the BiH UNFCCC Focal Point, which is the Ministry of Spatial Planning, Construction, and Ecology of the Republic of Srpska (RS). The project will be implemented in line with UNDP's standard National Implementation Methodology (NIM) implementation, with UNDP supporting the Implementing Partner as needed in the provision of procurement, recruitment and contracting processes upon request. The Implementing Partner, under close supervision of the UNDP BIH Country Office will hold the overall responsibility for the production of outputs/implementation of activities envisaged. The management of project funds will be carried out according to UNDP financial rules and regulations, based on a work plan with a detailed budget.

The Project Board will involve the representation of the Council of Ministers through the Ministry for Foreign Trade and Economic Relations, which oversees environmental issues at the country level. It will also include two entity-level ministries (the Ministry of Spatial Planning, Construction, and Ecology of RS and the Federal Ministry of Environment and Tourism for FBiH), and the government of the Brcko District through its Utilities Department.

Project objective, outcomes and outputs/activities

The long term objective of the project is to assist Bosnia and Herzegovina in deepening the mainstreaming and integration of climate change into country and sectoral development goals and to enable the entity and state level government to respond to international environmental obligations by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications process to date. The immediate objective of the project is to assist Bosnia and Herzegovina in the preparation and submission of its Third National Communication to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Decision 17 / CP. 8 and other guidance.

The project expected outcomes are:

1. Updated GHG inventory
2. An improved vulnerability and adaptation assessment to deal with risks of climate change, climate variability and extreme weather events
3. Improved analysis and capacity related to mitigation, including options and infrastructure
4. Updated information on national circumstances, other relevant information and constraints and needs; and enhanced capacity related to Article 6

Activity 1: Updating GHG inventory

This activity will result in an update of the greenhouse gas inventory for Bosnia and Herzegovina to cover the years 2001-2009 and 2012-2013 period, completing inventories made in the context of the INC, SNC and FBUR, and therefore covering the full period 1990-2013. TNC activities will also strengthen data collection and analysis in other key areas such as emissions from minerals extraction and metallurgy, solvents production, agriculture, wastewater, and waste incineration and improve energy sector emissions data and estimates. Capacity strengthening in the area of inventories will be provided via training and outreach for the entity-level HMI's and entity-level statistical institutes in data gathering, calculation, and methodology. The Project will also provide training and support for improvements in the Pollution Release and Transfer Registries (PPTRs) at the entity-level ministries.

Activity 2: Vulnerability assessment and adaptation measures

This activity will result in an updated assessment of climate changes in BiH and its vulnerability to climate change. Modeling efforts will be strengthened compared to the SNC via development of an additional climate change scenario and local capacity in this area will be further enhanced through the use of new software, training, and institutional partnerships. The modelling will also be supported by the identification of appropriate indicators for monitoring climate change and the development of recommendations on a system for collecting data for these indicators. Flood and drought parameters, including hydrological draught will be specially addressed and obtained data will be incorporated into weather and disaster database. While the SNC provided only qualitative analysis to describe vulnerability to CC in the five key sectors, climate vulnerability assessment in TNC will be strengthened with assessment of economic impacts by sectors and pilot studies on CC impact in health and tourism sectors will be conducted. Based on the above analysis, potential adaptation measures in these areas will be identified and prioritized.

Activity 3: Mitigation analysis

This activity will result in an updated chapter on measures to mitigate climate change in BiH that will model potential emission trajectories through 2050 and will incorporate recent findings on economic development and specific measures and projects with mitigation benefits. Activities will support data collection, scenario development, analysis of current and potential mitigation measures (including the cost-benefit analysis of identified mitigation measures), focusing primarily on the five sectors identified as priority areas in the SNC and determined to be in need of strengthening during stakeholder consultations: electricity production, district heating/buildings, transport, waste and agriculture/forestry. This component of the project will provide guidance and recommendations on country-appropriate mechanisms and infrastructure for NAMAs and MRV systems.

Activity 4: Updated information on NC and other areas, TNA

This activity will result in an updated chapter on national circumstances focusing primarily on updating basic information about BiH based on 2013 census data. It will also provide progress updates on issues related to other information and new information relevant to the TNC (development and transfer of technology, research and systematic observation, education, training and public awareness, capacity building and constraints and gaps).

The project will undertake a technology needs assessment (TNA) which will fill a critical gap and provide important information to donors, investors and policy-makers.

Capacity strengthening and awareness raising will continue via teacher training, integration of climate change issues into educational curriculum at the primary, secondary, and post-secondary levels, and training for state- and entity-level officials.

Sustainability and Replicability

The project approach will build on the work done under development of national communications and will involve the key national experts and institutions responsible for its compilation in order to maintain continuity in the process, and additional experts and institutions will be involved as needed. This work is directly aligned with the CPAP, which stresses commitments to international accords, addressing environmental problems and applying GEF funding in BiH. The project will address sustainability by developing both individual and organizational capacity in BiH. The engagement of national experts will allow them to strengthen their experience in climate change issues and linkages between key socioeconomic development issues and climate change. The involvement of many organizations, ranging from hydro-meteorological services to universities and research institutes, will also provide those groups with best practice techniques and training materials for their employees.

Finally, designated project activities in each area of the TNC will include coordinated data archiving to support continuity and make the NC process more efficient.

3. PROJECT RESULTS FRAMEWORK:

This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD:					
Strengthened national capacities to integrate environmental and energy concerns into development plans at all levels and systems for effective implementation of the sectoral priorities					
Country Programme Outcome Indicators:					
Primary applicable Key Environment and Sustainable Development Key Result Area : Expanding access to environmental and energy services for the poor.					
Applicable GEF Strategic Objective and Program:					
Applicable GEF Expected Outcomes:					
Applicable GEF Outcome Indicators:					
	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
Project Objective² Preparation of the Third National Communication	TNC submitted to UNFCCC	BiH submitted its SNC to UNFCCC Secretariat in Nov 2013	The TNC will be endorsed and submitted to the UNFCCC.	UNFCCC documentation; government records	Risk: Insufficient attention to climate change issues on the part of the government due to other pressing concerns will hinder project implementation. Risk rating: Low. Assumption: political support and consensus for the NC process will continue.
Outcome 1³ GHG inventory	The GHG inventory capacity for data collection and analysis process maintained and strengthened GHG inventory 2001-2009 and 2012-2013 completed	Inventory for the period 1990-2001 carried out by independent consultants Inventory for 2010-2011 in progress Not all emissions from energy, industrial and waste sectors covered	GHG data collection systematized, institutionalized within Federal and RS Hydrometeorological institutes Emissions from oil refineries, aviation, railway and river transport, mineral extractions, solvents, waste waters etc. included in TNC	Project documentation Government reports Expert review (NCSP) TNC	Risk: enterprises may be unwilling or unable to provide data in necessary areas. Risk rating: Medium. Assumption: enterprises and government agencies will be willing and able to share data on their emissions with the project team

² Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR

³ All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

		Several gases not measured Need for revision of coal emission factors	Estimates of fluoric gases and/or measurements included in TNC Coal ET revised		
Outcome 2 Vulnerability and Adaptation (V&A) Assessments	Strengthened V&A Team Updated and strengthened chapter on V&A	Set of environmental indicators not established in BiH Lack of data on flood and draught Discussion of vulnerability and impacts in the SNC is primarily qualitative in nature No studies on CC impact in tourism and health sectors	Environmental indicators established Analysis of flood and data parameters conducted and incorporated into weather and disaster database Inclusion of quantitative analysis of vulnerability and impacts Prioritization and analysis of adaptation measures included in the TNC Pilot studies in tourism and health sectors undertaken.	Project documentation Government reports External expert review (NCSP) TNC	Risk: lack of data related to CC impact; enterprises may be unwilling or unable to provide data in necessary areas. Risk rating: Medium. Assumption: data related to CC impact, such as economic damage, flood and draught consequences can be calculated; enterprises and government agencies will be willing and able to share available data with the project team
Outcome 3 Mitigation analysis	Updated and strengthened chapter on Mitigation Registration of BiH NAMAs enabled	Business as Usual scenario and two mitigation scenarios till 2025 developed under SNC project No NAMA approving authority established for BiH No NAMA created for BiH	Business as Usual scenario and at least two mitigation scenarios through the year 2050 with clear, documented assumptions included in the TNC Updated list of NAMAs with quantitative and qualitative assessments of their potential impacts and relative importance.	Project documentation UNFCCC NAMA registry Government reports Expert review (NCSP) TNC	Risk: Government not able to reach agreement on NAMA approving process. Risk rating: Low. Assumption: state and entity ministries agree on NAMA approving methodology

<p>Outcome 4 Updated information on NC and other areas, TNA</p>	<p>Updated account of National Circumstances prepared and capacity to collect and manage information strengthened</p> <p>TNA completed</p> <p>TNC prepared, translated and edited, submitted and disseminated</p>	<p>NC described in SNC, but information on technology, finance and capacity needs, require further elaboration</p> <p>No TNA undertaken in BiH</p>	<p>The National Circumstances chapter of the TNC has updated and strengthened data.</p> <p>TNA completed</p>	<p>Project documentation Government reports Expert review (NCSP)</p> <p>TNC</p>	<p>Risk: statistical agencies may be unwilling or unable to provide data in necessary areas. Risk rating: Medium.</p> <p>Assumption: statistical agencies will be willing and able to share data on their emissions with the project team</p>
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4. TOTAL BUDGET AND WORKPLAN

Award ID:	00079744	Project ID:	00089645
Award Title:	Bosnia and Herzegovina's Third National Communications to the UNFCCC		
Business Unit:	BIH 10		
Project Title:	Bosnia and Herzegovina's Third National Communications to the UNFCCC		
PIMS no. _____	5251		
Implementing Partner (Executing Agency)	Republic of Srpska Ministry of Spatial Planning, Civil Engineering and Ecology		

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2014 (USD)	Amount 2015 (USD)	Amount 2016 (USD)	Amount 2017 (USD)	Total (USD)	See Budget Note:
OUTCOME 1: GHG inventory	UNDP	62000	GEF	71200	International Consultants		\$15,000			\$15,000	PRTR improvement, training related to IPCC 2006 guidelines
				71300	Local Consultants	\$6,000	\$28,000	\$27,000	\$2,000	\$63,000	Data collection, analysis and storage
				71400	Contractual services - individual		\$3,000			\$3,000	NAI training
				71600	Travel		\$2,500	\$500		\$3,000	int consultant, local travel related to data collection
				72100	Contractual services - companies		\$9,000	\$12,000		\$21,000	Data collection, GHG evaluation
				72800	Equipment	\$10,000				\$10,000	hardware and software for inventory development
					Total Outcome 1	\$16,000	\$57,500	\$39,500	\$2,000	\$115,000	
OUTCOME 2: V&A assessment	UNDP	62000	GEF	71200	International Consultants		\$10,000			\$10,000	Development of CC model
				71300	Local Consultants	\$5,000	\$46,500	\$39,000	\$2,000	\$92,500	CC impact and vulnerability analysis, CC indicators, socio-economic scenarios, adaptation measures
				71400	Contractual services - individual		\$4,000	\$4,000		\$8,000	Economic impact of CC

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2014 (USD)	Amount 2015 (USD)	Amount 2016 (USD)	Amount 2017 (USD)	Total (USD)	See Budget Note:
				71600	Travel		\$1,500	\$2,500		\$4,000	int consultant, travel related to data collection
				72100	Contractual services - companies		\$5,000	\$5,500		\$10,500	Pilot studies on climate change impact on health and tourism
					Total Outcome 2	\$5,000	\$67,000	\$51,000	\$2,000	\$125,000	
OUTCOME 3: Mitigation analysis	UNDP	62000	GEF	71200	International Consultants		\$6,800	\$3,000		\$9,800	Revision of mitigation scenarios
				71300	Local Consultants	\$3,000	\$34,000	\$43,000	\$2,000	\$82,000	Mitigation experts scenarios, LEAP training, mitigation measures
				71400	Contractual services - individual		\$4,000	\$4,900		\$8,900	Cost-benefit analysis of mitigation actions
				71600	Travel		\$1,300	\$1,000		\$2,300	int consultant, local travel related to data collection
				72100	Contractual services - companies		\$7,000			\$7,000	Data gathering
					Total Outcome 3	\$3,000	\$53,100	\$51,900	\$2,000	\$110,000	
OUTCOME 4: Updated information on NC and other areas, TNA	UNDP	62000	GEF	71200	International Consultants			\$5,000		\$5,000	TNC editing
				71300	Local Consultants	\$8,000	\$10,000			\$18,000	national circumstance & other information
				71300	Local Consultants		\$24,000	\$18,000		\$42,000	TNA
				71300	Local Consultants			\$3,000	\$2,000	\$5,000	translation & proofreading
				71400	Contractual services - individual		\$3,000	\$4,000	\$3,000	\$10,000	Monitoring and evaluation, audit costs – 3x US\$ 3,000
				71400	Contractual services - individual			\$5,000	\$5,000	\$10,000	TNC compilation and promotion
				71600	Travel	\$500	\$1,000	\$1,500	\$1,545	\$4,545	int consultant, local travel and promotion
				72100	Contractual services - companies				\$10,000	\$10,000	printing

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2014 (USD)	Amount 2015 (USD)	Amount 2016 (USD)	Amount 2017 (USD)	Total (USD)	See Budget Note:
					Total Outcome 4	\$8,500	\$38,000	\$36,500	\$21,545	\$104,545	
PROJECT MANAGEMENT UNIT	UNDP	62000	GEF	71400	Contractual services - individual	\$2,700	\$13,200	\$20,000	\$3,300	\$39,200	Part-time PM and PA
				72100	Contractual services - companies		\$555	\$500	\$100	\$1,155	Communications, vehicles
				72500	Office Supplies		\$200	\$200	\$200	\$600	office supplies, stationary, sundries
				74599	UNDP cost recovery Chrgs Bills	\$300	\$2,100	\$1,800	\$300	\$4,500	Direct project costs as per LoA (Annex E)
					Total Management	\$3,000	\$16,055	\$22,500	\$3,900	\$45,455	
PROJECT TOTAL						\$35,500	\$231,655	\$201,400	\$31,445	\$500,000	

Summary of Funds: ⁴

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Total
GEF	\$35,500	\$231,655	\$201,400	\$31,445	\$500,000
Fund for Environmental Protection	\$5,000	\$25,000	\$15,000		\$45,000
Government in kind contribution	\$11,000	\$40,000	\$30,000	\$5,000	\$86,000
TOTAL	\$51,500	\$296,655	\$246,400	\$36,445	\$631,000

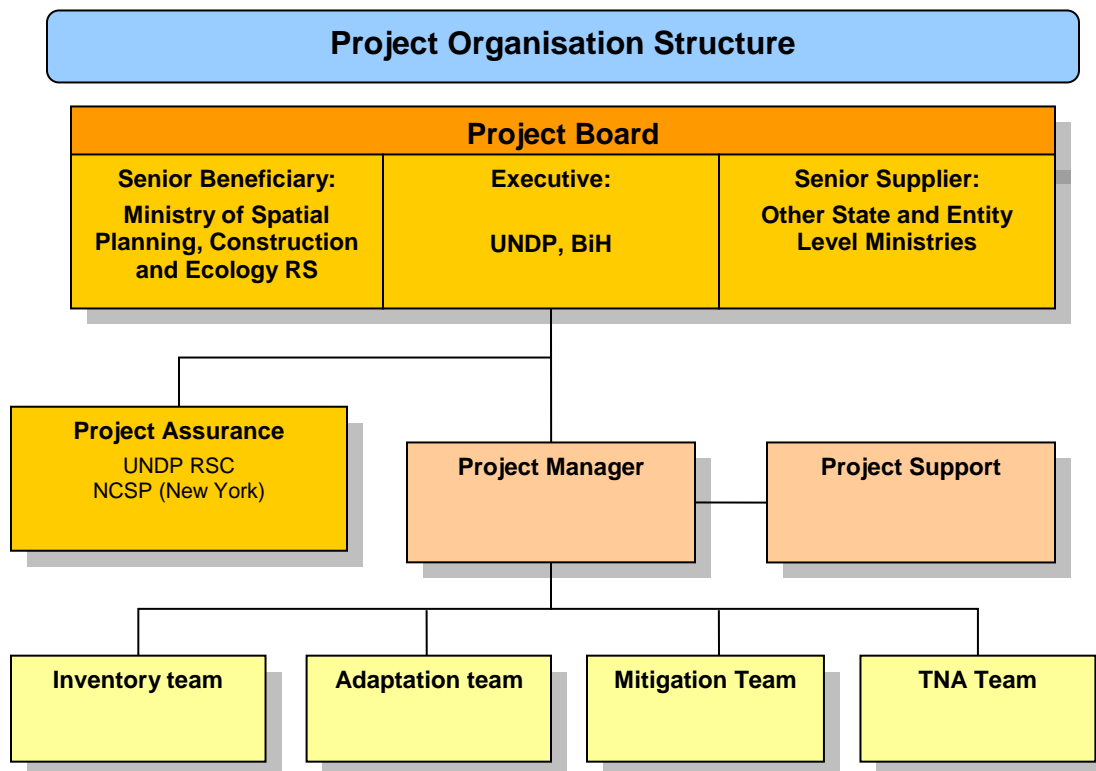
⁴ Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

5. MANAGEMENT ARRANGEMENTS

The project will be implemented in line with UNDP's standard National Implementation Methodology (NIM) implementation, with UNDP being available to support the Implementing Partner through the provision of procurement, recruitment and contracting processes upon a request of the Implementing Partner. UNDP will provide procurement and contracting services in accordance with the relevant UNDP rules and regulations, policies and procedures for procurement, human resources management and RBM guidelines.

It is foreseen that the Implementing Partner for this project will be the BiH National UNFCCC Focal Point, which is the Ministry of Spatial Planning, Construction, and Ecology of Republic of Srpska.

The Implementing Partner, under close supervision of the UNDP BiH Country Office will hold the overall responsibility for the production of outputs/implementation of activities envisaged. The management of project funds will be carried out according to UNDP financial rules and regulations, based on a work plan with a detailed budget.



The overall coordination of the project will be the responsibility of a Project Board (PB), which will be constituted of representatives of all the key national stakeholders. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. The Project Board is the main platform for stakeholders active involvement, provision of strategic advice and guidance to the project management and experts on key aspects of the self-assessment process.

Mandate of the Project Board will be to:

- Provide strategic guidance to the project;
- Support project implementation, including bottlenecks resolution;
- Monitor project implementation, discuss and assess project results.

The Project Board will meet every four months or more frequently if necessary. It will be composed of the representatives from concerned ministries, municipalities and UNDP Country Office in BiH. The Project Board will consist of one representative of the each of the following organizations:

1. Ministry of Spatial Planning, Construction and Ecology of Republic of Srpska (Implementing Partner/Chair of the Project Board)
2. Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina (member)
3. Ministry of Tourism and Environment of the Federation of BiH (member); and
4. Brcko District Government (member)
5. UNDP BiH (member)

The Project Board ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. Based on the approved Annual Work Plan, the Project Board can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans.

Project revisions that involve changes to project goal, or substantial modification of project outputs, will be agreed in writing by members of the Project Board by calling an ad hoc session, or by collecting (including through email) written opinions of the PB members. Revisions will then have to be approved by UNDP/GEF NCSP.

A Project Manager and Project Associate will ensure day-to-day management and oversight for the project as a whole, will be responsible for achievement of projects goals and the reporting on the resources allocated.

The Project Board and Project Manager will additionally ensure that all key national stakeholders are informed and involved in the important aspects of the self-assessment process through a number of consultations, workshops and working meetings which will bring together all the interested parties throughout the project lifespan.

6. MONITORING FRAMEWORK AND EVALUATION

The project will be monitored through the following M& E activities. The M& E budget is provided in the table below.

Project start:

A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan the first year annual work plan.

The Inception Workshop should address a number of key issues including:

- a) Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP CO and RCU staff vis à vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.
- b) Based on the project results framework and the relevant GEF Tracking Tool if appropriate, finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- c) Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.
- d) Discuss financial reporting procedures and obligations, and arrangements for annual audit.
- e) Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 2 months following the inception workshop.

An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

Quarterly:

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
- Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
- Other ATLAS logs can be used to monitor issues, lessons learned etc... The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

Bi-annual progress:

Status Survey Questionnaires to indicate progress of key project activities and identify challenges as well as technical support needs will be carried out twice a year, typically in February/March and August/September period.

Periodic Monitoring:

A detailed schedule of project reviews meetings will be developed by the project management, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Inception Report. Such a schedule will include: (i) tentative time frames for Steering Committee Meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project related Monitoring and Evaluation activities.

Day to day monitoring of implementation progress will be the responsibility of the Project Coordinator, Director or CTA (depending on the established project structure) based on the project's Annual Work plan and its indicators. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Periodic monitoring of implementation progress will be undertaken by the UNDP-CO through quarterly meetings with the project proponent, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

End of Project:

During the last three months, the project team will prepare the Project Terminal Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

Audit clause:

Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.

Learning and knowledge sharing:

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation through lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

Communications and visibility requirements:

Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: http://www.thegef.org/gef/GEF_logo. The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf.

Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in

project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

M& E workplan

Type of M&E activity	Responsible Parties	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> ▪ Project Manager ▪ UNDP CO, UNDP GEF 	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> ▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members. 	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> ▪ Oversight by Project Manager ▪ Project team 	Annually prior to ARR/PIR and to the definition of annual work plans
Periodic status/ progress reports	<ul style="list-style-type: none"> ▪ Project manager and team 	Quarterly
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO ▪ local consultant 	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> ▪ UNDP CO ▪ Project manager and team 	Yearly
Visits to field sites	<ul style="list-style-type: none"> ▪ UNDP CO ▪ UNDP RCU (as appropriate) ▪ Government representatives 	Yearly

7. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

APPENDIX A: SUMMARY REPORT OF THE SELF-ASSESSMENT EXERCISE

A.1 Methodological approach

The stocktaking analysis was used to determine the current baseline for activities under the TNC and to identify needs and priorities. The analysis paid particular attention to areas that might require new information or approaches and to the current system of data collection and NC preparation with a view to regularizing that process for subsequent NCs. The stocktaking exercise focuses on all thematic areas related to the National Communications for non-Annex I countries, as indicated by 17/CP.8.

The following *main tools* have been used for the stocktaking: (i) *desk review* of relevant documents; (ii) *interviews* with stakeholders; (iii) meetings with more than 30 experts from public institutions, NGOs, academia, who were involved in compiling inventory and mitigation parts of INC and SNC; (iv) consultative *meetings* arranged through the SNC and CC Adaptation and Low Emission Development Strategy finalization; v) consultations with the member of Inter-entity body for Climate Change.

Overall, the stocktaking exercise involved a variety of stakeholders from different ministries, other public institutions, NGOs, academia, and international organizations active in Bosnia and Herzegovina, including all of the 30 national experts involved in the compilation of the SNC.

A.2 Findings

General Findings related to the National Communication process

Baseline and issues identified

- As with the Initial National Communication, the Second National Communication has demonstrated that there is still a need to systematize and regularize data collection for the national communications. Progress in data collection would benefit not only the TNC, but also environmental monitoring in BiH more generally.
- The SNC has increased the number of sources for data in its various sections, but there is still a need to incorporate current demographic data into the TNC. Fortunately, the BiH census (2013) will provide valuable data that has not been available to previous communications.
- A lack of sectoral data and socioeconomic data have introduced difficulties in aspects of the report ranging from GHG inventories to climate change scenarios and estimates of climate change impacts and effects of mitigation measures. Attempts to estimate and/or reconstruct data from the period from 1992 to the present, have benefited the SNC as a whole and should be continued to the extent possible.
- The use of available software for modeling represented a significant advance for the SNC and contributed to strengthened chapters on V&A and mitigation. The TNC represents an opportunity to continue this modeling, to enhance its complexity, and to extend its time frames.
- The SNC has provided an important estimate of baseline knowledge and awareness of climate change issues in BiH. This information can now be used to develop and deliver education and awareness-raising programs to key target groups in society.
- The NC process itself continues to be an important sign of cooperation among different regions and levels of government – the implementation arrangements have encouraged this cooperation.
- While the INC identified the need for international cooperation in various areas, the SNC has also noted opportunities in international cooperation that are linked to its status as a candidate country for accession to the European Union. activity data, emission factors, capacity development in modeling, and climate research. This cooperation is a cost-effective approach to enhancing data and capacity already available in BiH.

- Members of the interdisciplinary group that conducted the research and analysis for the SNC are in constant contact, and this group represents the seed of future institutions that will be able to implement the activities defined in the SNC. Work on the SNC has also supported capacity building in in-country institutions so that they will be able to assume an increasing role in the preparation and management of subsequent national communications.

Priorities and new areas for work under the TNC

- Work to systematize and regularize data collection, focusing particularly on state and entity-level agencies tasked with collecting environmental data and data from the energy sector.
- Incorporate data from the BiH census (2013), which will provide valuable data that has not been available to previous communications. These data will benefit the National Circumstances section, they will strengthen modeling and analysis related to adaptation and mitigation, and they will provide gender-disaggregated data that can strengthen the ability of the NC process to examine gender issues related to climate change.
- Continue to use a variety of techniques to improve inventory estimates of periods where there are significant data gaps, particularly for the period 2001-2009.
- Expand the modeling that has been done for the SNC, expand the way in which its findings are used (e.g. through cost-benefit analysis), and extend the time horizons for near-term emissions estimates and for mitigation.
- Apply findings on knowledge and awareness from the SNC to efforts to improve the implementation of activities related to Article 6.
- Continue to provide software and training in all key areas of the SNC.
- Continue to support international cooperation in all key areas of the SNC between BiH and non-Annex 1 countries, other countries in Southeastern Europe, and the European Union.
- Increase the capacity within government agencies to perform tasks related to the planning and compilation of national communications.

GHG Inventories

Baseline and issues identified

- Inventory data in the INC were collected for the base year of 1990. In the SNC, inventory data were prepared for the period 1991-2001.
- Twelve different emission factors were developed by the INC team for coal combusted in BiH, which enhanced the quality of the inventory. These emission factors were also used in the SNC, but there is some indication that there may be a need to revisit them.
- In the INC and SNC, several areas of the GHG inventory lacked activity data, such as emissions from transport other than road transport, emissions from international bunker fuels, and forestry activity data at the level of forest type.
- The INC presents uncertainty in a descriptive way, while the SNC included a calculation of uncertainty levels. The TNC represents an opportunity to refine this calculation.
- The GHG inventory in the INC and the SNC did not include estimates of all gases (although the SNC provided some discussion of them), and it will be important to provide more comprehensive reporting in the TNC.
- The SNC made significant advances in coordinating data storage and management, and this work should be continued.
- There is a need to build capacity at the entity level ministries responsible for Pollution Release and Transfer Registries (PPTRs). Without this capacity, it will be difficult for the government to assume eventual responsibility for monitoring GHG emissions in certain areas.
- There is a need to make information in the GHG inventories available in a format that will allow it to be easily analyzed and compared with inventories from other countries.

Priorities and new areas for work under the TNC

- Expand the TNC inventory to cover CO₂, CH₄, N₂O, CO, NO_x, NMVOCs, and SO_x and -- conditional on data availability -- HFCs, PFCs, SF₆.
- Compile a GHG inventory for the years 2012-2013 and the annual inventory for the period 2002-2009 (with the understanding that the period 2002-2009 will have a higher uncertainty level than the period 2012-2013 due to data quality issues).
- Utilize new sources of activity data where available, particularly in the area of transport, and emissions from oil refineries, aviation, bunker fuels, and disaggregated forestry data; develop corresponding methodology protocols for measurement where necessary.
- Incorporate the findings of the First Biennial Update Report (FBUR), particularly in the areas of estimates for 2010-2011, for country-specific emission factors (and develop of additional factors) sensitivity analysis, and key source analysis.
- Conduct uncertainty analysis for data concerning emissions from industrial processes and for emissions from the waste sector.
- Bring all inventory-related activities in line with IPCC Good Practice Guidelines, and continue the QA/QC efforts.
- Continue to provide training and support for the development of technical capacity for compiling the inventory, particularly training at the entity level ministries responsible for Pollution Release and Transfer Registries (PPTRs) on compiling and maintaining emission registries.
- Utilize UNFCCC-NAI software in order to increase the comparability of the data and analysis in the GHG inventory provide under the TNC.

V&A Assessment

Baseline and issues identified:

- The assessment of V&A for BiH in the SNC provided additional data and data analysis in all sectors identified. However, there is still a need for additional quantitative data in these sectors.
- Modeling: The SNC took an important step forward by introducing of A1B the A2 scenarios to use with the ECHAM 5 and SINTEX GCM model. An additional model and scenario in the TNC would increase the robustness of the findings, and also it would be worthwhile to re-examine the ECHAM and SINTEX data and runs used in the SNC.
- SNC addressed five key sectors: agriculture, water resources, forestry and ecosystems, public health, and tourism.
- A key challenge identified was determining country-appropriate environmental indicators that could be used to monitor vulnerability and adaptation in the priority sectors identified for BiH.
- The scope of analysis, with the exception of coastal areas, was at the country level. The SNC contains some regional-level data in the discussion, particularly in the area of forestry and ecosystems.
- The INC provided a frequency distribution of drought severity by region, but it did not provide estimates of potential impacts. The SNC and stakeholder consultation identified a lack of flood and drought data as the most significant challenge to strengthening knowledge and capacity in V&A.
- The INC identified a lack of studies on the impacts of climate change on biodiversity, agriculture, and forestry in BiH, and there are no models that could estimate ecosystem impacts and associated economic damages. A more detailed study of ecosystem impacts was conducted under the SNC.
- There are currently no quantitative estimates of impacts of climate change on the energy sector and in the agriculture sector (both crop impacts and overall impacts).

- Estimates of water impacts have been limited, because there is lack of hydrological data. In addition, the SNC identified a lack of detailed analysis of impacts of flooding (mapping and risk management, human influence in floods, role of underground waters, threat for drinking water caused by floods) as an issue that should be addressed.
- The INC section on health impacts described relationships but was limited due to the lack of morbidity and mortality monitoring by health agencies for specific diseases. This issue continued to limit analysis in the health sector in the SNC, and there is currently a lack of assessment data for health impacts.
- While the INC identified several problems that limited adaptive capacity, the SNC included a more extended (albeit qualitative) description of adaptive capacity for each priority sector in the report.
- The SNC contains a more thorough listing of limitations in adaptive capacity that includes all key sectors in the V&A chapter.
- Because adaptation measures in the health sector would have substantial human development benefits, the recommendations from the INC and SNC should be disseminated to policy-makers in the health sector to provide further support for early warning systems, screening for certain chronic and acute conditions, and the development of national emergency response infrastructure (among other recommendations). The development of heat bio-climate indices would support these efforts by providing an adaptation measure that could be introduced in current in-country conditions.
- Although the SNC introduces a discussion of adaptive capacity in key sectors, this discussion could be strengthened.

Priorities and new areas for work under the TNC

- Select an additional model that the modeling team can use to develop long-term projections of climate change.
- Train experts in the use of the new model selected and on scenario development.
- Provide support (and training as necessary) in methodological techniques related to V&A assessments, including current trends in making economic estimates of impacts and an overview of relevant sectoral models that can strengthen cost estimates of impacts and adaptation measures and allow for the prioritization of various adaptation options by cost and effect.
- Develop recommendations on data collection and indicators in the water sector that will allow modelers to simulate impacts on water resources due to project climate change (and secondary economic and social impacts related to water supply, drought, flooding, and hydropower generation)
- Expand analysis and include quantitative analysis and cost estimates for the following 5 key areas:
 - water resources (due to its importance to both human health, to the production of energy from hydropower, and to secondary impacts from flooding and drought);
 - agriculture (due to continuing data needs, its economic role and role in vulnerable communities, and its relationship with drought, which is related to the study of water resources);
 - forestry/ecosystems (due to its economic role and related impacts on biodiversity); and
 - human health (due to its importance to human development and the acute shortage of current information)
 - tourism (due to its potential economic impact and the current lack of information in this sector).
- Develop bio-climate health indices to better understand health impacts and to promote adaptation in the health sector.
- Expand the discussion of adaptive capacity for the key sectors identified.
- Continue to archive data to ensure continuity and accessibility of work.

Mitigation Analysis

Baseline and issues identified

- Five priority sectors were identified for the SNC: 1) electricity production; 2) district heating/buildings; 3) transport; 4) waste; and 5) agriculture/forestry. These five sectors covered in the SNC remain the most important.
- The presentation of mitigation measures was advanced significantly in the SNC with the introduction of quantitative information and the use of the LEAP model to estimate the potential for mitigation in key sectors. However, there is still a need to assess various mitigation measures on a cost-benefit basis, which will allow for their prioritization.
- The potentially important role of local governments was addressed for the first time in the SNC, but it should be explored further.
- The SNC incorporated new sectoral strategies such as the entity energy sector strategies, and more general policy documents such as the SAA concluded with the EU. The TNC should continue to include strategy and policy documents, both within BiH and with other donors and partners, as they are introduced.
- While the SNC reports on climate financing such as activities related to the Clean Development Mechanism (CDM), it does not address more recent developments in international climate change financing; specifically, Nationally Appropriate Mitigation Activities (NAMAs).

Priorities and new areas for work under the TNC

- Use a cost-benefit approach for economic analysis of the mitigation measures identified in the TNC.
- Undertake a prioritization exercise for the most important mitigation measures identified in the TNC.
- Extend the time horizon for mitigation scenarios till the year 2050.
- Expand analysis of mitigation measures to include additional research on local government activities and provide a description of the potential for mitigation at the local level.
- In the TNC, the project team should continue to work closely with branch ministries in order to determine the status of sectoral policies and to analyse new strategies that may become available.
- Provide continued training for software supporting mitigation analysis (LEAP).
- Continue to study sectoral projects with mitigation benefits that are funded by donors (the European Commission's IPA programme, GTZ, SIDA, UNDP, and others) for impact.
- Provide guidance and recommendations for Nationally Appropriate Mitigation Activities (NAMAs) and MRV (Monitoring Reporting and Verification) arrangements in their potential roles supporting country-appropriate mitigation measures.

Other information required by the UNFCCC and subsequent CP decisions

Baseline and issues identified:

- National Circumstances: The national circumstances sections of the INC and SNC are largely still relevant in terms of geographic and other descriptive data related to land and natural resources.
- National Circumstances: The lack of current, reliable socioeconomic data was a problem for both the INC and the SNC, although the latter benefitted from Labor Force Surveys and a National Household Budget Survey. Official data from the 2013 census will be very

important in improving the accuracy of the socio-economic information in this section of the TNC.

- Education and training: Information in this section has not changed substantially since its collection for the INC and SNC. Both communications identified a need for targeted education on climate change that would unify smaller, piecemeal efforts in the sector and improve capacity in the education sector.
- The SNC provided baseline information on public awareness or knowledge of climate change for the first time, finding that concern about climate issues was relatively high, while knowledge about climate issues was relatively low. Public outreach or education activities in the area of climate change have remained limited, although this was identified as a need in the INC and the SNC.
- Research, monitoring, and systematic observation: There is a need to qualitatively prioritize research in climate change. Furthermore, BiH would benefit from increased participation in WMO/GCOS regional downscaling activities and trainings. There is a need for a professional weather station in BD
- Systematic observation has not changed to a significant degree since the INC or SNC.
- The SNC introduces some issues related to technology transfer, but BiH has not yet conducted a technology needs assessment (TNA).
- While the SNC introduces a discussion of adaptive capacity, there has not yet been an overall assessment of the capacity of BiH in its role as a party to the UNFCCC.

Priorities and new areas for work under the TNC:

- Update relevant sections of the chapter on National Circumstances, and ensure that socioeconomic data used in that chapter reflect the most recent available data (including those from statistical agency surveys and the BiH census) and are consistent with the data used in other chapters and in the modeling related to climate change, V&A, and mitigation.
- Develop targeted education on climate change that would unify smaller, piecemeal efforts in the sector and improve capacity in the education sector.
- Integrate climate change into curriculum at the primary, secondary, and post-secondary educational institutions; implement teacher training for professors on necessity to introduce study units and curriculum on climate change.
- Research, monitoring, and systematic observation: There is a need to qualitatively prioritize research in climate change. Furthermore, BiH would benefit from increased participation in WMO/GCOS regional downscaling activities and trainings.
- Perform a technology needs assessment according to newly developed UNEP methodology.
- Conduct a comprehensive assessment of the capacity of BiH to carry out its obligations as a party to the UNFCCC using best practice in capacity assessment related to international treaties.

A.3 RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Government bodies do not pay sufficient attention to climate change issues due to other pressing concerns	Dec 2013	Strategic	TNC will not be given proper importance nor will its finding and recommendation be given due attention. P = 3 I = 2	UNFCCC focal point, UNDP and the project team shall provide additional information on importance of climate changes and their link with GHG levels and also on importance of mitigation activities and their cause-effect link with adaptation measures.	Project Board, Project Team	UNDP	Mar 2014	No change
2	Government institutions, public and private companies may be unwilling to provide data	Dec 2013	Operational	Data gathering and processing will be made very difficult. P = 2 I = 4	Representatives of all relevant institutions/companies will be involved in the process from the very beginning. Support from the ministries of environment will be given to the project implementation and communicated properly to relevant stakeholders.	Project Board Project team	UNDP	Mar 2014	No change
3	Government institutions, public and private companies	Dec 2013	Operational	Completion of TNC paragraphs will require additional time and effort from the project	The project team shall provide necessary technical assistance in data gathering and processing, as well as in	Project team	UNDP	Mar 2014	No change

	may be unable to provide data due to insufficient technical and human capacity.			team. P = 3 I = 4	NAMA development. International experts will be recruited as needed. Strengthening technical capacities and knowledge of the relevant institutions and their experts will be conducted during the project tenure via various trainings, information and lessons learnt exchange.				
4	Governments on state and entity levels are not able to reach an agreement on NAMA submission and TNA.	Dec 2013	Organizational	No agreement will hinder NAMA and TNA development process. P = 2 I = 3	Relevant stakeholders will be involved in setting up institutional arrangements for TNA and NAMA approving process from the very beginning. Training will be provided on NAMA preparations and NAMA importance to relevant institutions/ companies/ NGO's.	Project Board, UNDP, Project team	UNDP	Mar 2014	No change
5	Lack of data to assess economic impact of climate changes.	Dec 2013	Operational	Completion of V&A chapter will require additional time and effort from the project team.	The project team will put additional effort in collecting information with necessary assessment provided where necessary.	UNDP, Project team	UNDP	Mar 2014	No change

				P = 3 I = 2					
6	Pre-election campaign and potential delay in subsequent government formation	Mar 2014	Operational	Delay in project activities P = 2 I = 3	Project activities will be focused on work with civil servants, trying to minimise political influence.	Project Board, UNDP	UNDP	Mar 2014	

A.4 STAKEHOLDERS INVOLVEMENT MATRIX

Name of institutions / stakeholders consulted	Stakeholder interests, official position or mandate	Relevance to climate change / Reasons for inclusion	Modality of involvement/ Role in the self-assessment process
Inter entity environment body	Responsible for environmental issues which require consolidated approach of both entities	Involves relevant person from ministries in charge of environment	Individual consultations Review and endorsement of the SNC and Climate Change Adaptation and Low Emission Development Strategy Review and endorsement of the TNC project proposal
BiH Ministry of Foreign Trade and Economic Relations	Responsible for coordinating policies and measures in the field of the environment.	Location of GEF Operational Focal Point Member of Project Board	Individual consultations, ongoing dialogue Participation and active work in INC/SNC Project Board, Participation in preparation for COPs Formal review and endorsement of the TNC project proposal
RS Ministry of Spatial Planning, Construction, and Ecology	Responsible for environmental policies and measures in RS, including environmental measures that may mitigate CC	Location of UNFCCC focal point. Sectoral development policies in these areas will influence the findings of the TNC <i>and</i> should be informed by findings of the	Individual consultations, ongoing dialogue Participation and active work in INC/SNC Project Board Participation in preparation for COPs

		TNC Implementing partner for the TNC project, Chair of the Project Board	Formal review and endorsement of the INC Formal review and endorsement of the TNC project proposal
Federal BiH Ministry of Environment and Tourism	Responsible for coordinating entity-level policies and measures in the environmental area	Sectoral development policies in these areas will influence the findings of the TNC <i>and</i> should be informed by findings of the TNC Member of Project Board	Individual consultations, ongoing dialogue Participation and active work in INC/SNC Project Board Participation in preparation for COPs Formal review and endorsement of the TNC project proposal
Brčko District Department of Communal Works	Responsible for coordinating policies and measures in the environmental area in Brcko District	Responsible for environmental policies and measures in BD, including environmental measures that may mitigate CC Member of Project Board	Individual consultations, ongoing dialogue Participation and active work in INC/SNC Project Board Participation in preparation for COPs
Hydro-meteorological Institute of RS	Entity body Authorized to create GHG inventory for RS Collects climatic data necessary for studying climate variability, for trend analysis, and for long-run modeling. Conducts modeling and participates in WMO research programs.	Climatic data are essential to the TNC Data provider	Individual consultations Participation of individual experts in preparation of the GHG inventory of INC and SNC Review and inputs of individual experts in the TNC project proposal development process
Hydro-meteorological Institute of F BiH	Entity body Collects climatic data necessary for studying climate variability, for trend analysis, and for long-run modeling.	Climatic data are essential to the TNC Data provider	Individual consultations Participation of individual experts in preparation of the GHG inventory of INC and SNC Review and inputs of individual experts in the TNC project proposal development process

BiH State Statistical Agency	State level Responsible for state-level statistics, data aggregation and analysis	Responsible for aggregating economic and demographic data and that will support modeling and scenario development and for environmental statistics Data provider	Individual consultations
Entity statistical institutes	Entity level Responsible for collecting data and providing it to the BiH statistical agencies	Responsible for collecting economic and demographic data that will support modeling and scenario development and for the collection of environmental data Data provider	Individual consultations
F BiH Ministry of Energy, Mining, and Industry	Entity level Responsible for coordinating policies and measures in energy, mining, and industry	Sectoral development policies in these areas will influence the findings of the TNC <i>and</i> should be informed by findings of the TNC	Individual consultations Formal review and endorsement of the SNC and CC Adaptation and LEDS
F BiH Ministry of Agriculture, Water-Management, and Forestry	Entity level Responsible for coordinating policies and measures in agriculture, water-management and forestry	Sectoral development policies in these areas will influence the findings of the TNC <i>and</i> should be informed by findings of the TNC	Individual consultations Formal review and endorsement of the SNC and CC Adaptation and LEDS
RS Ministry of Land Use, Forestry, and Water Resources	Entity level Responsible for coordinating policies and measures in land use, forestry, and water resources	Sectoral development policies in these areas will influence the findings of the TNC <i>and</i> should be informed by findings of the TNC	Individual consultations Formal review and endorsement of the SNC and CC Adaptation and LEDS
State and Entity Ministries of Transport	*Responsible for coordinating policies and overseeing the transportation sector	Sectoral development policies in these areas will influence the findings of the TNC <i>and</i> should be informed by findings of the TNC	Individual consultations Formal review and endorsement of the SNC and CC Adaptation and LEDS
Entity Ministries of Health	Different bodies Responsible for coordinating (state) and implementing (entity) health	Information sharing	Individual consultations Formal review and endorsement of the SNC

	policies and measures		and CC Adaptation and LEDS
Entity Ministries of Education	Different bodies Responsible for coordinating (state) and implementing (entity) health policies and measures Oversee universities and research institutions	Individual consultations Data provider	Individual consultations Formal review and endorsement of the SNC and CC Adaptation and LEDS
Local Governments	Municipal bodies Oversee city management	Owners of water supply systems Owners of heat supply systems Managers of municipal waste systems (in some cases) Oversee development of urban master plans Local development policies will influence the findings of the TNC <i>and</i> should be informed by findings of the TNC Data provider	Individual consultations
Chambers of Commerce	Associations Promote business development and networking; serve as a constituency for lobbying on issues	Good conduit for information about CC that should be transmitted to the private sector	Individual consultations
Faculties of Natural Sciences (Banja Luka and Sarajevo)	Universities, research institutions	The highest educational institutions in the field of ecology, physics, chemistry Data provider	Participation of individual experts in preparation of the GHG and mitigation parts of INC and SNC Review and inputs of individual experts in the TNC project proposal development process
Faculties of Machine Engineering (Banja Luka and Sarajevo)	Universities, research institutions	The highest educational institutions in the field of mechanical engineering, heating and cooling engineering, energy efficiency, renewable energy sources	Participation of individual experts in preparation of the GHG and mitigation parts of INC and SNC Review and inputs of individual experts in the TNC project proposal development process

		Data provider	
Faculties of Agriculture (Banja Luka and Sarajevo)	Universities, research institutions	The highest educational institutions in the field of agriculture Data provider	Participation of individual experts in preparation of the GHG and mitigation parts of INC and SNC
Faculty of Forestry (Banja Luka)	Universities, research institutions	The highest educational institutions in the field of forestry management Data provider	Participation of individual experts in preparation of the GHG and mitigation parts of INC and SNC
Faculty of Technology (Banja Luka)	Universities, research institutions	The highest educational institutions in technology and industrial management Data provider	Participation of individual experts in preparation of the NC parts of INC and SNC
Environmental NGOs	NGOs Provide information, training, and awareness-raising related to environmental issues, such as urban planning, water quality, and renewable energy	Can serve as a resource for public outreach related to the TNC and to raising awareness among the public about climate change-related issues.	Individual consultations Participation of individual experts in preparation of NC, GHG and mitigation parts of INC and SNC
European Commission	*Multilateral organization *Provides technical assistance and benchmarking in institutional reform	PHARE and CARDS programs have supported sustainable development *Provides support for legislation that will indirectly strengthen mitigation and adaptation efforts	Individual consultations Desk reviews
World Bank	IFI The International Bank for Reconstruction and Development (IBRD) has numerous investment projects.	The WB has projects in many areas directly related to climate change mitigation and adaptation, including transport infrastructure, health sector infrastructure, protected areas, forest and solid waste management.	Individual consultations Desk reviews
EBRD	IFI	Lending portfolio includes	Individual consultations

	The EBRD, a regional development bank, is the largest institutional investor in Bosnia-Herzegovina.	projects in electricity and electricity distribution infrastructure; road, rail, and air transport infrastructure; gasification; and waste water management. 46% of the projects are in the area of municipal and environmental infrastructure, 15% in agribusiness, manufacturing, and other industries, and 14% in the energy sector.	Desk reviews
USAID	US Development Agency	Various projects in the field of energy efficiency	Individual consultations Desk reviews
GIZ	German International Cooperation	Various projects in the field of energy efficiency at the municipal level	Individual consultations Desk reviews

APPENDIX B: TECHNICAL COMPONENTS OF THE PROJECT PROPOSAL

B.1 DESCRIPTION OF COMPONENTS AND ACTIVITIES

Project Outcome: To enable Bosnia and Herzegovina to prepare and submit its Third National Communication to the CoP of the UNFCCC in accordance with its commitments as a non-Annex 1 Party to the Convention (as mandated by Articles 4 and 12 of the UNFCCC). The project will also result in increased capacity to produce subsequent communications that meet all guidelines established by the CoP and that can serve as a source of information for national policies and measures in climate change and in key economic and social sectors.

GEF Output/UNDP Activity 1: Updated GHG inventory and Improvement of GHG inventory system

GEF Output/UNDP Activity 1.1: Update of GHG inventory of BiH to 2013

Activity 1.1.1: Establish a working group on GHG emission inventory. Responsible party: PM.

Activity 1.1.2: Review the existing information on the GHG inventory from the SNC and identify key sources of emissions explicitly, with the greatest emphasis on the energy sector; Review available activity data already archived under the regional project on GHG inventories. Responsible party: TL, national experts.

Activity 1.1.3: Identify all new sources of information for filling data gaps, both for gases already covered in the SNC and for gases new to the TNC. This review should anticipate/include activity data from Output/Activity 1.3 and Output/Activity 1.4. Responsible party: PM, TL, national experts

Activity 1.1.4: Review the existing measurement system and adapt if necessary to cover all sources to be referenced in the TNC. Responsible party: TL, national experts.

Activity 1.1.5: Identify existing sources of data for fluorine gas emissions (PFCs, HFCs, SF₆) and develop a measurement system for their inclusion in the TNC inventory where feasible. Responsible party: TL, national experts.

Activity 1.1.6: Identify possible sources of data for other gases which were only partially included in the SNC (CO, NO_x, NMVOCs, and SO_x) and develop a measurement system for their inclusion in the TNC inventory where feasible. Responsible party: TL, national experts.

Activity 1.1.7: Collect new activity data as necessary. Responsible party: TL, national experts.

Activity 1.1.8: Prepare a draft inventory of anthropogenic greenhouse gas emissions by sources and removals by sinks for 2012-2013⁵ and time series for the years 2002-2009 (with higher uncertainty) following the guidelines adopted by the CoP (17/CP.8). The inventory should be produced using the format designated by UN NAI software. Responsible party: TL, National experts.

Activity 1.1.9: Develop a key sources analysis for the years 2002-2009 and 2012-2013 and sensitivity analysis as guided by IPCC Good Practice Guidelines. Responsible party: TL, national experts.

Activity 1.1.10: Undertake an uncertainty assessment as guided by IPCC good practice guidelines and calculate a quantitative estimate of uncertainty. Include estimates on the significance of missing data in the discussion of uncertainty. Refine the uncertainty analysis for the industrial processes and waste sectors. Responsible party: TL, national experts

⁵ Note: the compilation of the 2010-2011 inventory will be undertaken as a part of the preparation of the First Biennial Update Report, which is supported by a separate UNDP-GEF Enabling Activity.

Activity 1.1.11: Commission a technical peer review as part of a QA/QC plan and incorporate its recommendations into the inventory. Responsible party: PM, TL, NCSP.

Activity 1.1.12: Finalize the inventory to be submitted as a part of the TNC using UN NAI software. Responsible party: PM, TL, national experts.

GEF Output/UNDP Activity 1.2: Enhancement of capacity of participating agencies

Activity 1.2.1: Update recommendations for institutionalizing the data collection process across different agencies and for harmonizing the inventory process with statistical data collection processes and environmental monitoring in order to address the lack of clear instructions at the entity level for reporting on activity data. Responsible party: PM, TL.

Activity 1.2.2: Identify specific training needs for enterprises or government agencies in data collection (particularly for new activity data from oil refineries) and provide the necessary training and/or guidance. Responsible parties: PM, TL, national experts.

Activity 1.2.3: Provide training and support for government agencies on IPCC 2006 Guidelines and for entity-level ministries on improvements in the Pollution Release and Transfer Registry. Responsible parties: international expert, TL, national experts.

Activity 1.2.4: Confirm the appropriate institutional location for the inventory archive and archive activity data, emission factors and estimates. Archive the measurement plan for all sources and archive additional data and procedures as per IPCC Good Practice Guidelines.⁶ Responsible party: PM, TL, national experts.

Activity 1.2.5: Review and update the current QA/QC program with a view to IPCC Good Practice Guidelines.⁷ Responsible parties: PM, TL.

Activity 1.2.6: Update the Manual of Procedures with new GHG inventory data and estimates. Responsible party: PM, TL, national experts.

GEF Output/UNDP Activity 1.3: Improvements in energy sector emissions data

Activity 1.3.1: Confirm new activity data needed for estimates of GHG emissions in the energy sector and determine the tier level to be used. Responsible party: TL, national experts.

Activity 1.3.2: Confirm emission factors (EFs) to be utilized for energy sector data.. Revisit and refine (if necessary) the emission factors for the 12 types of coal used in the INC and SNC. Responsible parties: TL, national experts.

Activity 1.3.3: Collect and/or estimate activity data from oil refineries in Brod and Modrica and estimate emissions from transported, stored, and refined oil and petrochemicals. Responsible parties: TL, national experts.

Activity 1.3.4: Collect and/or estimate activity data from non-road transport. Responsible parties: TL, national experts.

Activity 1.3.5: Collect and/or estimate data for fuel use by industrial sectors for the steel industry, the metallurgy industry, agribusiness (food processing), forestry, the fishing industry, and agriculture. Responsible parties: TL, national experts.

Activity 1.3.6: Collect and/or estimate data for natural gas transport and losses in transmission and distribution (T&D). Responsible parties: TL, national experts.

GEF Output/UNDP Activity 1.4: Strengthening of data collection and analysis in other key sectors

⁶ IPCC. "Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories" (2001): 8.10.

⁷ IPCC. "Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories" (2001): Chapter 8.

Activity 1.4.1: Collect data and/or estimate emissions from international bunker fuels. Responsible parties: TL, national experts.

Activity 1.4.2: Divide forestry activity data by coniferous and deciduous forests. Responsible parties: TL, national experts.

Activity 1.4.3: Incorporate new data and estimates from the FBUR, including activity data in the mining and metallurgy sub-sector, information on solvents, activity data for waste water and waste incineration, and disaggregated data and estimates for emissions from road transport. Responsible parties: TL, national experts.

GEF Output/UNDP Activity 2: Improved V&A assessment to deal with risks of climate change, climate variability and extreme weather events

GEF Output/UNDP Activity 2.1: Development of an additional climate scenario for BiH

Activity 2.1.1: Confirm and collect all new demographic and socioeconomic data needed for updating the climate change modeling scenarios. Responsible party: TL.

Activity 2.1.2: Compile updated climate information for time period post-dating the SNC, including temperature and precipitation data, and conduct trend analysis for this data. Responsible party: TL, national experts.

Activity 2.1.3: Develop at least one new long-term regional climate scenario appropriate for BiH based on IPCC SRES scenarios; run the new and existing scenarios with at least two different global circulation models (GCMs). Utilize international training and institutional partnering opportunities where possible. Responsible party: international expert, TL, national experts.

Activity 2.1.4: Carry out a detailed analysis of the existing models for BiH for 2001-2100. Responsible party: TL, national experts.

Activity 2.1.5: Compare model runs with comparable findings in other countries in the Southeastern European region and note any discrepancies. Responsible party: TL, national experts.

Activity 2.1.6: Incorporate updated information into the discussion section of the TNC chapter on V&A and provide findings to national experts developing recommendations on adaptation. Responsible party: PM, TL.

GEF Output/UNDP Activity 2.2: Analysis of flood and drought parameters

Activity 2.2.1: Design and establish a database on weather and disaster data for entity-level hydro-meteorological institutes (HMIs). Responsible party: TL, national experts.

Activity 2.2.2: Provide training to the HMIs on the utilization of the database. Responsible party: TL, national experts.

Activity 2.2.3: Develop and finalize a plan for maintaining the database and identify the means of financing this maintenance. Responsible party: TL, national experts.

Activity 2.2.4: Analyze flood and drought parameters in the database and summarize this analysis in the text of the TNC. Responsible party: TL, national experts.

Activity 2.2.5: Conduct hydrological modeling in support of the analysis of impacts of climate change on the water resources sector, and conduct other detailed analysis of the impacts of flooding (mapping and risk management, human influence in floods, role of underground waters, threat for drinking water caused by floods). Responsible party: TL, national experts.

GEF Output/UNDP Activity 2.3 Introduction of environmental monitoring system

Activity 2.3.1: Identify appropriate indicators for climate change monitoring. Responsible party: PM, TL, national experts.

Activity 2.3.2: Develop recommendations on a system for collecting data for these indicators. Responsible party: PM, TL, national experts.

GEF Output/UNDP Activity 2.4: Improved climate vulnerability assessment in agriculture, water resources, forestry and ecosystems, health, and tourism, including assessment of economic impacts by sector

Activity 2.4.1: Develop a detailed data collection and analysis plan to update the areas included in the SNC (water resources, agriculture, forestry/ecosystems, and human health) and new areas (tourism), including the prioritization of the research agenda by sector. Responsible party: PM, TL, local experts.

Activity 2.4.2: Collect existing data for the five areas, including sub-regional and European-level data, and supplement with technical reports commissioned where necessary, particularly in the area of droughts/flooding and health and tourism (see Output/Activity 2.5). Responsible party: TL, local experts.

Activity 2.4.3: Quantitatively assess the potential economic impacts of climate change in each of the five areas (including crop impacts in the agriculture sector) and in the energy sector.⁸ Responsible party: PM, TL, national experts.

Activity 2.4.4: Update the assessment of the adaptive capacity for the agriculture, water, and forestry/ecosystems sectors (the health and tourism sectors will be covered under Output/Activity 2.5).

Activity 2.4.5: Analyze data, document data sources, models used, and assumptions. Responsible party: TL, national experts.

Activity 2.4.6: Incorporate updated information into the discussion section on vulnerability and impacts and provide the information to the national experts formulating recommendations on adaptation policies and measures in Output Activity 2.6. Responsible party: PM, TL.

GEF Output/UNDP Activity 2.5: Pilot studies on climate change impacts in the health and tourism sectors

Activity 2.5.1: Assess any changes in the availability of health statistics (morbidity/mortality) in BiH since the SNC. Responsible party: TL, local experts.

Activity 2.5.2: Commission and implement a study on the linkages between health and climate change for BiH that draws upon regional best practice. Responsible party: TL, IC (as necessary), local experts.

Activity 2.5.3: Develop bio-climatic heat indices for BiH. Responsible party: TL, IC (as necessary), local experts.

Activity 2.5.4: Provide outreach and guidance to the ministries of health to identify and address capacity gaps and constraints. Responsible party: TL, IC (as necessary), local experts.

⁸ Methodological resources include IPCC Technical Guidelines for Assessing Climate Change Impacts and Adaptations (Carter, T.R., M.L. Parry, H. Harasawa, S. Nishioka, 1994), the UNEP Handbook on Methods for Climate Change Impact Assessment and Adaptation Strategies (Feenstra, J.F., I. Burton, J.B. Smith, R.S.J. Tol, 1998), and the International Handbook on Vulnerability and Adaptation Assessments (Benioff, R., S. Guill, J. Lee, 1996).

Activity 2.5.5: Commission and oversee a study on the impacts of climate change on the tourism sector, the vulnerability of the sector to climate change, and the adaptive capacity of the sector in BiH that draws upon regional best practice. Responsible party: TL, IC (as necessary), local experts.

Activity 2.5.6: Commission and oversee a study on the potential for the development of rural and mountain tourism in BiH. Responsible party: TL, IC (as necessary), local experts.

Activity 2.5.7: Incorporate the findings of the tourism and health sectors studies into the draft chapter on V&A and provide a summary of the findings to relevant entity-level and state-level agencies. Responsible party: PM, TL, local experts.

GEF Output/UNDP Activity 2.6: Identification and Assessment of Adaptation Measures

Activity 2.6.1: Using data and quantitative assessments from the TNC project, the technology needs assessment in Output/Activity 4.2, internationally available methodological resources,⁹ and knowledge of in-country developments, convene expert groups to identify and prioritize adaptation needs in all sectors studied. Responsible party: PM, TL, National experts.

Activity 2.6.2: Draft recommendations for suggested measures to adapt to climate change and discuss both their alignment with current government policies and programs and their potential development benefits in addition to climate change adaptation. Responsible party: PM, TL, national experts.

Activity 2.6.3: Summarize the key adaptation policies and measures identified, including their prioritization, in the draft chapter of the TNC and provide this information to government agencies. Responsible party: PM, TL.

GEF Output/UNDP Activity 3: Improved analysis and national capacity on mitigation options

GEF Output/UNDP Activity 3.1: Analysis of mitigation options in five sectors, including cost benefit analysis and prioritization

Activity 3.1.1: Assess the status of the measures reported in the SNC and add any additional relevant measures, incorporating any information and expert comments provided in the in-depth review of the SNC organized by the UNFCCC Secretariat and relevant activities reported under other UN conventions. Responsible party: PM, TL, national experts.

Activity 3.1.2: Review the status of the relevant policy and legal framework in cooperation with all relevant Ministries and statistical agencies and incorporate updated information into data for scenarios and into the discussion section of the mitigation chapter. Responsible party: PM, TL, National experts.

Activity 3.1.3: Gather, review, and incorporate information on the actual and potential roles of government agencies at all levels in climate change mitigation. Responsible party: PM, TL, National experts.

Activity 3.1.4: Gather, review, and incorporate information on measures supported by the international donor community and their impact on mitigation. Responsible party: PM, TL, National experts.

Activity 3.1.5: Analyze mitigation options in selected sectors, conduct a cost-benefit analysis of mitigation measures in the key sectors. Responsible party: PM, TL, National experts.

⁹ These resources include the Compendium of Decision Tools to Evaluate Strategies for Adaptation to Climate Change which is available from the UNFCCC web site [www.unfccc.int/issues/meth_tools.html], and an adaptation policy framework, assessment of impacts of and adaptation to climate change as described in the Resource Book/Compendium on Methodologies to Assess Impacts, Vulnerability and Evaluate Strategies for Adaptation to Climate Change, which will be available from the UNFCCC web site [www.unfccc.int].

Activity 3.1.6: Convene a stakeholder group (or groups) to prioritize the mitigation policies and measures analyzed in Activity 3.1.5. Responsible party: PM, TL.

Activity 3.1.7: summarize the findings in the relevant draft chapter of the TNC, and make this information available to the appropriate government agencies. Responsible party: PM, TL.

GEF Output/UNDP Activity 3.2: Development of mitigation scenarios through the year 2050 based on new data

Activity 3.2.1: Consider estimates of GHG inventories for the base year 2010 which will serve as the starting point for the extension of analysis of the GHG emissions up to 2050; Responsible party: TL for Mitigation and national experts.

Activity 3.2.2: Collect all relevant available macro-economic data and new sectoral data (relevant strategies and action plans) and – if necessary -- commission any additional data estimates that are essential to developing emission scenarios. Responsible party: PM, TL, national experts.

Activity 3.2.3: Identify any changes necessary to the assumptions in the reference (Business as Usual) scenario and in the two scenarios used in the SNC and implement them. Responsible party: TL, and national experts.

Activity 3.2.4: Process the data collected, format them for entry, and enter them as required by the software. Responsible party: TL, IC, and National experts.

Activity 3.2.5: Cross-check scenario outputs for consistency in sectors and time lines with data from other chapters. Ensure that model outputs include quantitative estimates of the impacts of both policies and measures. Responsible party: TL, national experts.

GEF Output/UNDP Activity 3.3: National capacity enhancement on mitigation analysis and modeling

Activity 3.3.1: Update software, licenses, and hardware (e.g. LEAP) necessary for mitigation modeling and analysis. Responsible party: PM, TL.

Activity 3.3.2: Assess training needs in using LEAP software and in other areas of mitigation modeling and quantitative analysis of mitigation policies and measures for BiH. Responsible party: PM, TL, international expert, national experts.

Activity 3.3.3: Provide training on LEAP to relevant experts and officials to strengthen and unify mitigation scenario development with an emphasis on key sectors (electric power production, district heating, buildings, and agriculture/forestry). Responsible party: TL, international expert, national experts.

GEF Output/UNDP Activity 3.4: Guidance and recommendations on country-appropriate mechanisms and infrastructure for NAMAs and follow-up on CDM as necessary

Activity 3.4.1: Summarize any developments related to Nationally-Appropriate Mitigation Activities (NAMAs), particularly those related to activities conducted under the FBUR project, and any activities related to the Clean Development Mechanism (CDM). Responsible party: PM, TL, national experts.

Activity 3.4.2: Provide guidance to the government on country-appropriate criteria, infrastructure, and procedures for NAMAs in BiH. Responsible party: PM, TL, national experts.

Activity 3.4.3: Develop and distribute recommendations for institutional arrangements for monitoring, reporting, and verification (MRV) of NAMAs. Responsible party: PM, TL, national experts.

Activity 3.4.4: Summarize relevant findings from the FBUR (the institutional analysis of options for MRV) and other MRV-related activities (if any) in the relevant draft chapter(s) of the TNC. Responsible party: PM, TL.

GEF Output/UNDP Activity 4: Updated information on national circumstances, other relevant information and constraints and needs; and enhanced capacity related to Article 6

GEF Output/UNDP Activity 4.1: Updated information for the National Circumstances chapter using 2013 census data

Activity 4.1.1: Check for any new developments in terms of relevant information made available since the submission of the proposal, including data collected for other UN conventions. Responsible party: PM, PA, local experts.

Activity 4.1.2: Establish links with state and entity-level statistical agencies and sectoral ministries to obtain new demographic data and updated socioeconomic data and land use data. Responsible party: PM, PA.

Activity 4.1.3: Collect data and information from different sources as they become available in the course of project implementation. Responsible party: PM, PA, local experts.

Activity 4.1.4: Review the data in order to ensure that statistics are disaggregated by gender where possible, and provide supporting analysis for these figures. Responsible party: PM, local experts.

Activity 4.1.5: Fill data gaps, update and add the new information in accordance with the format for the National Circumstances section of the TNC. Responsible party: PM, PA, National experts.

GEF Output/UNDP Activity 4.2: Completion of a technology needs assessment (TNA)

Activity 4.2.1: Establish necessary linkages with stakeholders in the public, private, and non-governmental sectors for the TNA. Responsible party: PM, TL.

Activity 4.2.2: Update baseline information on current technology development and transfer in BiH and existing barriers. Responsible party: PM, TL, National experts.

Activity 4.2.3: Organization of sectorial discussions on key technologies needed with all key players involved, including potential investors. Responsible party: PM, TL.

Activity 4.2.4: Prepare the TNA that includes an economic assessment of priority technologies, an analysis of barriers to technology transfer, and an enabling framework for deploying and diffusing priority technologies.. Responsible party: PM, TL, national experts.

Activity 4.2.5: Distribute TNA to local stakeholders for their consent. Responsible Party: PM, TL.

Activity 4.2.6: Update and synthesize findings from the TNA for the relevant chapter of the TNC. Responsible Party: PM, TL.

GEF Output/UNDP Activity 4.3: Completion of an assessment of the capacity of BiH to fulfill its obligations under the UNFCCC, including synergies with other conventions where appropriate

Activity 4.3.1: Conduct a stocktaking exercise on existing capacity in the area of climate change. Responsible party: PM, TL, national experts.

Activity 4.3.2: Assess the systemic, organizational, and individual capacity in BiH to carry out climate change policies and measures, particularly those necessary to its obligations as a signatory of the UNFCCC; and identify, analyze, and prioritize capacity constraints. Responsible Party: PM, TL, national experts.

Activity 4.3.3: Produce a report summarizing the assessment and a roadmap that makes specific, prioritized recommendations for addressing capacity constraints and gaps, including potential synergies with other international environmental agreements. PM, TL, national experts.

GEF Output/UNDP Activity 4.4: Progress updates on issues under other information and new information relevant to the TNC (development and transfer of technology, research and systematic observation, education, training and public awareness, capacity building and constraints and gaps)

Activity 4.4.1: Summarize the findings of the TNA (Output/Activity 4.2). Responsible party: PM.

Activity 4.4.2: Collect, update, synthesize and provide information on the research and systematic observation systems as described in the UNFCCC and subsequent CP decisions, summarize sub-regional and global cooperation in systematic observation, and identify and prioritize climate change research needs at the national level. Responsible Party: PM, national experts.

Activity 4.4.3: Report on any changes in baseline public awareness, and summarize developments in education and training, taking into consideration the work carried out under Output/Activity 4.5. Responsible party: PM, national experts.

Activity 4.4.4: Summarize the findings of the report on the capacity of BiH to implement climate change policies and measures and identify and summarize steps taken to build capacity. Responsible party: PM, national experts.

Activity 4.4.5: Collect information on steps taken to integrate climate change into socio-economic and environmental policies in Bosnia and Herzegovina. Responsible Party: PM, local expert.

GEF Output/UNDP Activity 4.5: Initiatives related to Article 6, including teacher training, integration of CC issues into educational curriculum, and training for state- and entity-level officials

Activity 4.5.1: Design and implement an outreach program in the education sector on the need to introduce study units and curriculum related to climate change in BiH. Responsible parties: PM, national experts.

Activity 4.5.2: Determine an appropriate organizational structure and work with local officials to develop an approach for integrating climate change into the BiH curriculum guidelines and educational requirements. Responsible Party: PM, national experts.

Activity 4.5.3: Incorporate climate change information and concepts into the educational curriculum at the primary, secondary, and post-secondary (Science Faculties) levels. Responsible Party: PM, national experts.

GEF Output/UNDP Activity 4.6: TNC prepared, translated, published, and submitted to the UNFCCC

Activity 4.6.1: Draft all required chapters of the TNC, incorporating all relevant findings from the research in GEF Outputs/UNDP Activities 1-4 and from the First Biennial Update Report. Responsible party: PM, TLs, PA.

Activity 4.6.2: Circulate the chapters internally for comments, receive comments, and incorporate them into the draft chapters. Responsible party: PM, PA.

Activity 4.6.3: Circulate the complete draft for comments and review at the country level and incorporate comments as necessary. Responsible parties: PM, PA.

Activity 4.6.4: Finalize the TNC. Responsible party: PM, PA.

Activity 4.6.5: Commission translation and technical editing of the TNC where necessary. Responsible parties: PM, PA.

Activity 4.6.6: Publish the TNC in English and local language and prepare electronic copies of TNC. Responsible parties: PM, PA.

Activity 4.6.7: Oversee official submission of the TNC to the CoP of the UNFCCC. Responsible party: PM.

Activity 4.6.8: Organize a national workshop to launch and present the findings of the TNC. Responsible parties: PM, PA.

Activity 4.6.9: Organize a series of high-level briefings (either small roundtables or individual briefings) with decision-makers and the donor community to present and discuss findings as necessary. Responsible parties: PM, PA.

GEF Output/UNDP Activity 4.7: Monitoring and Evaluation

Activity 4.7.1: Compile documentation that conforms with UNDP-GEF requirements and CO specification: PM, PA.

Activity 4.7.2: File regular reporting documents as required by UNDP-GEF and/or UNDP BiH, with corresponding updates in the Atlas if necessary. Responsible parties: PM, PA.

Activity 4.7.3: Compile a Lessons Learned Note (LLN) on project implementation and the TNC preparation process to be distributed to government counterparts, to UNDP BiH, and to other GEF-funded project teams in order to share experience and good practice in the preparation of NCs. Responsible parties: PM, UNDP BiH.

GEF Output/UNDP Activity 5: Project Management

PM1: Activities and staff coordinated

Activity 7 PM 1.1: Identify and hire appropriate international and local experts to manage activities and conduct research. Responsible party: Project Board, PM.

Activity 7 PM 1.2: Establish regular meetings for Team Leaders and with individual Team Leaders and the experts in their area. Responsible party: PM.

Activity 7 PM 1.3: Hold an inception workshop and finalize the timetable for all project outputs and activities. Responsible party: PM.

Activity 7 PM 1.4: Procure equipment and office facilities for the project as needed. Responsible parties: PM, PA.

Activity 7 PM 1.5: Coordinate training to be provided in project areas, provide travel support, and oversee sharing of experience gained by individual experts during trainings and workshops in BiH and abroad. Responsible parties: PM, PA.

PM 2: Communication among project experts, project stakeholders, and the general public coordinated

Activity 7 PM 2.1: Include project stakeholders and project experts in the Project Board and convene the committee at least once a year (and additionally on an ad hoc basis as necessary). Responsible party: National Project Director, PM.

Activity 7 PM 2.2: Prepare press releases and other information regarding the project status and findings as necessary and respond to press queries regarding the project. Responsible parties: PM, PA.

Activity 7 PM 2.3: Design and maintain a project website, updating information on a regular basis (web host to be determined during project inception discussions with the implementing agency). Responsible parties: PM, National experts.

Activity 7 PM 2.4: Document and archive all studies and analysis commissioned under the TNC project and ensure that they are accessible to stakeholders on an ongoing basis. Responsible parties: PM, PA.

B.2 DETAILED WORKPLAN

Outcomes/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Outcome 1: Updated GHG inventory prepared												
1.1: Update of GHG inventory to 2013												
1.1.1. Establish a working group on GHG inventory	X	X										
1.1.2. Review the existing information on the previous GHG inventory		X	X									
1.1.3. Identify new sources of information for filling data gaps			X	X								
1.1.4. Review and adapt existing measurement system			X	X								
1.1.5. Identify existing sources of data for fluorine gas emissions and develop a measurement system			X	X	X							
1.1.6. Identify possible sources of data for other gases which were only partially included in the SNC and develop a measurement system			X	X	X							
1.1.7. Collect new activity data in all sectors				X	X	X						
1.1.8. Prepare a draft inventory 2002-2009 and 2012-2013						X	X	X				
1.1.9. Develop a key source analysis and sensitivity analysis							X	X				
1.1.10. Undertake an uncertainty assessment							X	X				
1.1.11. Commission a technical peer review								X	X			
1.1.12. Finalize the inventory using UN NAI software										X		
1.2: Enhancement of capacity of participating agencies												
1.2.1. Update recommendations for institutionalizing the data collection process								X				
1.2.2. Identify specific training needs for enterprises and government agencies			X	X								
1.2.3. Provide training on IPCC 2006 guidelines					X							
1.2.4. Archive activity data, emission factors and estimates									X	X		
1.2.5. Review and update current QA/QC program			X	X								
1.2.6. Update the Manual of Procedures									X	X		
1.3 Improvement in energy sector emission data												
1.3.1. Confirm new activity data needed for estimates of GHG emissions in the energy sector and determine the tier level to be used				X								
1.3.2. Confirm emission factors to be utilized in energy sector				X	X							
1.3.3. Collect and/or estimate activity data from oil refineries and estimate emissions from transported, stored, and refined oil and petrochemicals				X	X	X						
1.3.4. Collect and/or estimate activity data from road transport				X	X	X						
1.3.5. Collect and/or estimate data for fuel use by industrial sectors for the steel industry, the metallurgy industry, agribusiness (food processing), forestry, the fishing industry, and agriculture.				X	X	X						
1.3.6. Collect and/or estimate data for natural gas transport and losses in transmission				X	X	X						

Outcomes/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
and distribution (T&D).												
1.4: Strengthening of data collection and analysis in other key sectors												
1.4.1. Collect data and/or estimate emissions from international bunker fuels					X							
1.4.2. Divide forestry activity data by coniferous and deciduous forests					X	X						
1.4.3: Incorporate new data and estimates from the FBUR							X					
Outcome 2: Improved V&A assessment to deal with risks of climate change, climate variability and extreme weather events												
2.1: Development of an additional climate scenario for BiH												
2.1.1. Confirm and collect all new demographic and socioeconomic data needed for updating the climate change modeling		X										
2.1.2. Compile updated climate information for time period post-dating the SNC, including temperature and precipitation data, and conduct trend analysis for this data		X	X									
2.1.3. Develop at least one new long-term regional climate scenario appropriate for BiH based on IPCC SRES scenarios				X	X							
2.1.4. Carry out a detailed analysis of the existing models for BiH for 2001-2100					X	X						
2.1.5 Compare model runs with comparable findings in other countries in the Southeastern European region and note any discrepancies.						X	X					
2.1.6. Incorporate updated information into the discussion section of the TNC chapter on V&A and provide findings to national experts developing recommendations on adaptation							X	X				
2.2: Analysis of flood and drought parameters												
2.2.1. Design and establish a database on weather and disaster data			X	X	X							
2.2.2. Provide training to the HMIs on the utilization of the database						X						
2.2.3. Develop and finalize a plan for maintaining the database					X	X						
2.2.4. Analyze flood and drought parameters in the database and summarize this analysis in the text of the TNC				X	X	X						
2.2.5. Conduct hydrological modeling in support of the analysis of impacts of climate change on the water resources sector						X	X	X				
2.3: Introduction of environmental monitoring system												
2.3.1. Identify appropriate indicators for climate change monitoring				X	X							
2.3.2. Develop recommendations on a system for collecting data for these indicators						X	X					
2.4: Improved climate vulnerability assessment in agriculture, water resources, forestry and ecosystems, health, and tourism, including assessment of economic impacts by sector												
2.4.1: Develop a detailed data collection and analysis plan to update the areas included in the SNC and new areas (tourism)		X										
2.4.2: Collect existing data for the five areas, including sub-regional and European-level data, and supplement with technical reports commissioned where necessary, particularly in the area of droughts/flooding and health and tourism		X	X	X								

Outcomes/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
2.4.3: Quantitatively assess the potential economic impacts of climate change in each of the five areas				X	X	X	X					
2.4.4: Update the assessment of the adaptive capacity for the agriculture, water, and forestry/ecosystems sectors				X	X	X						
2.4.5: Analyze data, document data sources, models used, and assumptions					X							
2.4.6: Incorporate updated information into the discussion section on vulnerability and impacts and provide the information for recommendations on adaptation policies and measures in Output Activity 2.6.						X	X					
2.5: Pilot studies on climate change impacts in the health and tourism sectors												
2.5.1: Assess any changes in the availability of health statistics (morbidity/mortality) in BiH since the SNC				X	X							
2.5.2: Commission and implement a study on the linkages between health and climate change for BiH					X	X						
2.5.3: Develop bio-climatic heat indices for BiH					X	X	X					
2.5.4: Provide outreach and guidance to ministries of health to identify and address capacity gaps and constraints					X	X	X					
2.5.5: Commission and oversee a study on the impacts of climate change on the tourism sector				X	X	X						
2.5.6: Commission and oversee a study on the potential for the development of rural and mountain tourism in BiH				X	X	X	X					
2.5.7: Incorporate the findings of the tourism and health sectors studies into the draft chapter on V&A and provide a summary of the findings to relevant entity-level and state-level agencies								X				
2.6: Identification and Assessment of Adaptation Measures												
2.6.1: Identify and prioritize adaptation needs in all sectors studied							X	X				
2.6.2: Draft recommendations for suggested measures to adapt to climate change							X	X				
2.6.3: Prioritize the key adaptation policies and measures identified and summarize them in the draft V&A chapter of the TNC									X			
Outcome 3: Improved analysis and national capacity on mitigation options												
3.1: Analysis of mitigation options in five sectors, including cost benefit analysis and prioritization												
3.1.1: Assess the status of the measures reported in the SNC and add any additional relevant measures		X	X									
3.1.2: Review the status of the relevant policy and legal and incorporate updated information into data for scenarios			X	X								
3.1.3: Gather, review, and incorporate information on the actual and potential roles of government agencies at all levels in climate change mitigation			X	X								
3.1.4: Gather, review, and incorporate information on measures supported by the			X	X								

Outcomes/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
international donor community and their impact on mitigation												
3.1.5: Analyze mitigation options in selected sectors, conduct a cost-benefit analysis of mitigation measures					X	X	X					
3.1.6: Prioritize the mitigation policies and measures analysed in Activity 3.1.5							X					
3.1.7: Summarize the findings in the relevant draft chapter of the TNC								X	X			
3.2: Development of mitigation scenarios through the year 2050 based on new data												
3.2.1: Consider estimates of GHG inventories for the base year 2010 which will serve as the starting point for the extension of analysis of the GHG emissions up to 2050			X	X	X							
3.2.2: Collect all relevant available macro-economic data and new sectoral data and commission any additional data estimates that are essential to developing emission scenarios		X	X	X	X	X						
3.2.3: Identify any changes necessary to the assumptions in the reference (Business as Usual) scenario and in the two scenarios used in the SNC and implement them			X	X	X	X	X					
3.2.4: Process the data collected, format them for entry, and enter them as required by the software				X	X	X	X					
3.2.5: Cross-check scenario outputs for consistency in sectors and time lines with data from other chapters						X	X	X	X			
3.3: National capacity enhancement on mitigation analysis and modelling												
3.3.1: Update software, licenses, and hardware necessary for mitigation modelling and analysis		X	X									
3.3.2: Assess training needs in using LEAP software and in other areas of mitigation modeling and quantitative analysis of mitigation policies and measures			X									
3.3.3: Provide training on LEAP to relevant experts and officials			X	X	X							
3.4: Guidance and recommendations on country-appropriate mechanisms and infrastructure for NAMAs and follow-up on CDM as necessary												
3.4.1: Summarize any developments related to Nationally-Appropriate Mitigation Activities (NAMAs)		X										
3.4.2: Provide guidance to the government on country-appropriate criteria, infrastructure, and procedures for NAMAs in BiH			X	X								
3.4.3: Develop and distribute recommendations for institutional arrangements for monitoring, reporting, and verification (MRV) of NAMAs		X	X									
3.4.4: Summarize relevant findings from the FBUR (the institutional analysis of options for MRV) and other MRV-related activities (if any) in the relevant draft chapter(s) of the TNC								X	X			
Outcome 4: Updated information on national circumstances, other relevant information and constraints and needs; and enhanced capacity related to Article 6												
4.1: Updated information for the National Circumstances chapter using 2013 census data												
4.1.1: Check for any new developments in terms of relevant information made		X										

Outcomes/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
available since the submission of the proposal, including data collected for other UN conventions												
4.1.2: Establish links with state and entity-level statistical agencies and sectoral ministries to obtain new demographic data and updated socioeconomic data and land use data		X	X	X								
4.1.3: Collect data and information from different sources as they become available in the course of project implementation			X	X	X							
4.1.4: Review the data in order to ensure that statistics are disaggregated by gender where possible				X	X							
4.1.5: Fill data gaps, update and add the new information in accordance with the format for the National Circumstances section of the TNC					X	X						
4.2: Completion of a technology needs assessment (TNA)												
4.2.1: Establish necessary linkages with stakeholders in the public, private, and non-governmental sectors for the TNA			X	X	X							
4.2.2: Update baseline information on current technology development and transfer in BiH and existing barriers				X	X							
4.2.3: Organization of sectorial discussions on key technologies needed				X	X							
4.2.4: Prepare the TNA that includes an economic assessment of priority technologies, an analysis of barriers to technology transfer, and an enabling framework for deploying and diffusing priority technologies					X	X						
4.2.5: Distribute TNA to local stakeholders for their consent							X	X	X			
4.2.6: Update and synthesize findings from the TNA for the relevant chapter of the TNC									X			
4.3: Completion of an assessment of the capacity of BiH to fulfill its obligations under the UNFCCC, including synergies with other conventions where appropriate												
4.3.1: Conduct a stocktaking exercise on existing capacity in the area of climate change			X	X								
4.3.2: Assess the systemic, organizational, and individual capacity in BiH to carry out climate change policies and measures, particularly those necessary to its obligations as a signatory of the UNFCCC				X	X	X						
4.3.3: Produce a report summarizing the assessment and a roadmap that makes specific, prioritized recommendations for addressing capacity constraints and gaps							X	X				
4.4: Progress updates on issues under other information and new information relevant to the TNC (development and transfer of technology, research and systematic observation, education, training and public awareness, capacity building and constraints and gaps)												
4.4.1: Summarize the findings of the TNA (Output/Activity 4.2)						X						
4.4.2: Collect, update, synthesize and provide information on the research and systematic observation systems					X	X						
4.4.3: Report on any changes in baseline public awareness, and summarize						X	X					

Outcomes/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
developments in education and training, taking into consideration the work carried out under Output/Activity 4.5												
4.4.4: Summarize the findings of the report on the capacity of BiH to implement climate change policies and measures and identify and summarize steps taken to build capacity					X	X						
4.4.5: Collect information on steps taken to integrate climate change into socio-economic and environmental policies					X	X	X	X				
4.5 Initiatives related to Article 6, including teacher training, integration of CC issues into educational curriculum, and training for state- and entity-level officials												
4.5.1: Design and implement an outreach program in the education sector on the need to introduce study units and curriculum related to climate change in BiH				X	X	X	X					
4.5.2: Determine an appropriate organizational structure and work with local officials to develop an approach for integrating climate change into the curriculum guidelines and educational requirements				X	X							
4.5.3: Incorporate climate change information and concepts into the educational curriculum at the primary, secondary, and post-secondary (Science Faculties) levels						X	X	X	X			
4.6 TNC prepared, translated, published, and submitted to the UNFCCC												
4.6.1: Draft all required chapters of the TNC, incorporating all relevant findings from the research in GEF Outcomes/UNDP Activities 1-4 and from the First Biennial Update Report								X	X			
4.6.2: Circulate the chapters internally for comments, receive comments, and incorporate them into the draft chapters								X	X			
4.6.3: Circulate the complete draft for comments and review at the country level and incorporate comments as necessary									X	X		
4.6.4: Finalize the TNC										X		
4.6.5: Commission translation and technical editing of the TNC										X		
4.6.6: Publish the TNC in English and local language and prepare electronic copies of TNC										X	X	
4.6.7: Oversee official submission of the TNC to the CoP of the UNFCCC										X	X	
4.6.8: Organize a national workshop to launch and present the findings of the TNC											X	
4.6.9: Organize a series of high-level with decision-makers and the donor community to present and discuss findings as necessary											X	X
4.7: Monitoring and Evaluation												
4.7.1: Compile documentation that conforms with UNDP-GEF requirements and CO specification	X	X	X	X	X	X	X	X	X	X	X	X
4.7.2: File regular reporting documents as required by UNDP-GEF and/or UNDP BiH, with corresponding updates in the Atlas if necessary	X	X	X	X	X	X	X	X	X	X	X	X
4.7.3: Compile a Lessons Learned Note (LLN) on project implementation and the										X	X	X

Outcomes/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
TNC preparation process												
Outcome 5: Project Management												
5.1 Project Inception Activities												
5.1.1 Project document adopted by government	X											
5.1.2 Update the composition of the Project Board	X											
5.1.3 Organize a project Inception Workshop	X											
5.1.4 Key experts identified and mobilized	X	X										
5.1.5 Organize a scoping meeting		X										
5.2 Project Management Activities												
5.2.1 Identify and hire appropriate local experts		X	X									
5.2.2 Hire international consultants in inventories, mitigation, and V&A			X									
5.2.3 Establish regular team meetings		X	X	X	X	X	X	X	X	X	X	X
5.2.4 Finalize timetable for all outputs	X											
5.2.5 Procure equipment and office facilities as needed		X										
5.2.6 Conduct an initial overview of data, parameters, time bounds for consistency	X											
5.2.7 Coordinate training to be provided and oversee experience sharing				X	X				X			X
5.2.8 Include project stakeholders and experts on PB and convene it at least 4 times	X				X				X			X
5.2.9. Prepare press releases on an as-needed basis and respond to public queries	X	X	X	X	X	X	X	X	X	X	X	X
5.2.10 Compile and file regular reporting documents for UNDP and GEF	X	X	X	X	X	X	X	X	X	X	X	X
5.2.11 Compile and distribute a lessons-learned note (LLN) on the TNC process											X	X

Appendix C: Terms of Reference

ToR – Project Manager

In consultation with the Project Board, the Project Manager (PM) is responsible for day-to-day management, co-ordination and supervision of the implementation of the above project. Specifically, his/her responsibilities are but not limited to the following:

- Supervises and ensures the timely implementation of the project relevant activities as scheduled in the working plan
- Prepares a detailed work plan for the project and draft terms of reference for the subcontracts (in consultation with the Project Board and UNDP);
- Compiles the scope and content of the overall TNC report and relevant sections in consultation with Team Leaders;
- Develops the scope of the work and TORs and other procurement documentation required to identify and facilitate recruitment of experts and consultants;
- Identifies and hire/subcontract the national experts and institutions (in consultation with the Project Board and UNDP);
- Supervise project support staff national consultants who are recruited to provide technical assistance
- Organizes and supervise the workshops and training needed during the project;
- Liaises with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in project activities, and to gather and disseminate information relevant to the project;
- Prepares periodic progress reports of the project;
- Control the expenditures and otherwise ensure adequate management of the resources provided for the project;
- Summarizes and synthesizes the results of the project;
- Identifies the follow up activities and mobilizes other resources at the extend possible;
- Identifies and ensures synergy of the TNC with other relevant ongoing / new projects.
- Finalizes the TNC along with government personnel and national experts;
- Ensures that the TNC process is in the line with guidance provided by the CoP of the UNFCCC and contributes to the improvement of the UNFCCC reporting process.
- Collaborates with all relevant stakeholders and the Project Board and other partners to ensure their involvement in the TNC
- Follow the process of international negotiations in the UNFCCC and respective decisions related to reporting of non-Annex 1 Parties and particularly in relations to NAMA's, the Registry, MRV and BUR's.

Qualifications and Experience

- Preferably master's degree in environment and development related studies and other related disciplines;
- Good understanding of environment/development issues in BiH as well as the three thematic areas under investigation;
- At least 5 years' experience relevant to the project;
- Excellent communication (Written and Oral) Skills;
- Demonstrated experience in project management;
- Expertise in putting together costed, results-oriented action plans;
- Demonstrated experience in working with government, donors and the United Nations system;
- Substantial involvement in the preparation of the initial National Communication is an asset
- Substantial knowledge of methodologies for inventories (*IPCC Revised 1996 Guidelines* and *Good Practice Guidance, LEAP etc*)
- Familiarity with international negotiations and processes under the UNFCCC preferred
- A demonstrated ability in managing projects, and in liaising and co-operating with all project personnel including government officials , scientific institutions, NGOs, and private sector;
- Excellent knowledge of English.

ToR for Project Assistant

The Project Assistant will work under the direct supervision of the Project Manager and provide assistance to project implementation in the mobilization of inputs, the organization of training activities and financial management and reporting.

The Project Assistant will be responsible for the following duties:

Manage the day to day operations of the Project implementation unit, particularly with respect to the provision of technical services and support

- Assist the Project Manager in the implementation of technical and operational activities for the preparation of the outputs of the TNC.
- Review technical and support information on climate change studies, projects and initiatives that may contribute to the Project activities.
- Prepare the terms of reference for the international and local consultants and experts to be hired for the implementation of the project
- Assist the Project Coordinator in the selection process of the consultants to be hired by the Project according to the rules and procedures established by UNDP.
- Participate in the planning, organization and execution of Project activities.
- Organize and coordinate seminars, training activities, workshops, site visits and other exchange and facilitation events for stakeholders.
- Organize and coordinate information exchanges internationally and between participating institutions.
- Participate in the edition of the TNC report.
- Compile and/or prepare the documentation necessary for the procurement of services, good and supplies under the project
- Prepare administrative, technical and financial reports.
- Perform the procurement of services, good and supplies authorized by the Project Coordinator.
- Prepare the payment's request as authorized by the Project Coordinator
- Assist the Coordinator to monitor disbursements in accordance to the Project Budget and Disbursement Plan.
- Maintain the Project's files and supporting documentation for payments.
- Undertake other administrative/ financial duties as requested by the Project Coordinator
- Other duties which may be required

Qualifications and Experience

- University Degree, training in business and/or administration desirable (finance or accounting)
- At least five years administrative experience
- Good organizational skills
- Good computer skills, including spread-sheets and database
- Languages: High proficiency in English

Appendix D: Support letters



РЕПУБЛИКА СРПСКА
МИНИСТАРСТВО ЗА ПРОСТОРНО УРЕЂЕЊЕ,
ГРАЂЕВИНАРСТВО И ЕКОЛОГИЈУ

Трг Републике Српске број 1, Бања Лука, тел: 051/339 592 факс: 051/339 653 E-mail: mgr@mgr.vladars.net

Број: 15.04.96-16/13
Датум: 22.02.2013.

РАЗВОЈНИ ПРОГРАМ УЈЕДИЊЕНИХ НАЦИЈА/ UNDP
Регионална канцеларија у Бања Луци
Трг Републике Српске 1, ламела Ц1
78 000 Бања Лука

Нр. Горан Вукмир, шеф Регионалне канцеларије

ПРЕДМЕТ: Подршка за припрему Пројектног приједлога за израду Трећег националног извјештаја БиХ према Оквирној конвенцији УН о промјени климе

Поштовани,

У складу са Вашим писмом намјере, од 05. фебруара ове године, Министарство за просторно уређење, грађевинарство и екологију, као именована институција за спровођење Оквирне конвенције УН о промјени климе у БиХ, даје пуну подршку УНДП канцеларији у БиХ да идентификује неопходне активности и припреми пројектни приједлог за израду Трећег националног извјештаја БиХ према Оквирној конвенцији УН о промјени климе.

Имајући у виду успјешну сарадњу које је ово министарство имало до сада са канцеларијом УНДП-а у Босни и Херцеговини, као и потребу за испуњавањем преузетих обавеза Босне и Херцеговине према Оквирној конвенцији УН о промјени климе, уз остваривање приступа средствима Глобалног фонда за заштиту животне средине- GEF, подржава се ваша иницијатива за израду пројектног приједлога за израду Трећег националног извјештаја.

Нарочито напомињемо значај заједничког дјеловања овог министарства и UNDP-а на овом веома важном задатку и увјерење да ће наша будућа сарадња бити једнако успјешна као и ова из претходног периода.

С поштовањем,



Достављено:
- наслову
- евиденцији

The Republic of Srpska
Ministry of Spatial Planning, Construction and Ecology

Number: 15.04.96-16/13

Date: 22.02.2013.

United Nations Development Program / UNDP
Regional Office Banja Luka
Trg Republike Srpske 1/C1
78000 Banja Luka
Att. Mr. Goran Vukmir, Head of Regional Office

SUBJECT: Support for Preparation of the Project Proposal for Development of the B&H Third National Communication towards UNFCCC

Dear,

With reference to your letter of 5th Feb 2013, the Ministry of Spatial Planning, Construction and Ecology, as a B&H focal point for UN Framework Convention for Climate Changes, gives full support to the UNDP office in B&H to identify necessary activities and prepare project proposal for development of the B&H Third National Communication towards UNFCCC.

Having in mind successful cooperation established with UNDP, B&H, as well as the necessity to fulfill the responsibilities taken over by B&H towards UNFCCC, with assistance of the funds from the Global Environmental Fond – GEF, we support your initiative for development of project proposal for development of Third National Communication.

In particular, we would like to stress the importance of the joint cooperation between this Ministry and UNDP on this important assignment and we believe that our future cooperation will be as successful as it has been so far.

Respectfully,

Minister

Srebrenka Golic

CC to:

- Addressed
 - Archive
-

BOSNA I HERCEGOVINA
MINISTARSTVO VANJSKE
TRGOVINE I EKONOMSKIH ODNOSA



БОСНА И ХЕРЦЕГОВИНА
МИНИСТАРСТВО СПОЉНЕ ТРГОВИНЕ
И ЕКОНОМСКИХ ОДНОСА

BOSNIA AND HERZEGOVINA
MINISTRY OF FOREIGN TRADE AND
ECONOMIC RELATIONS

Sarajevo, 26th November 2013

To: Ms. Adriana Dinu
UNDP/GEF Officer in Charge
304 East 45th Street, NY 10017, USA

Subject: Endorsement for the Third National Communications to UNFCCC

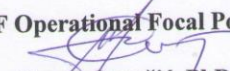
In my capacity as GEF Operational Focal Point for Bosnia and Herzegovina, I confirm that the above project proposal (a) is in accordance with my government's national and our commitment to the relevant global environmental conventions; and (b) was discussed with relevant stakeholders, including the global environmental convention focal points.

I am pleased to endorse the preparation of the above project proposal with the support of the GEF Agency listed below. If approved, the proposal will be prepared and implemented by United Nations Development Programme, CO Bosnia and Herzegovina. I request the GEF Agency to provide a copy of the project document before it is submitted to the GEF Secretariat for CEO endorsement.

The total financing (from GEFTF, LDCF, SCCF and/or NPIF) being requested for this project is US\$ 547,500, inclusive of project preparation grant (PPG), if any, and Agency fees for project cycle management services associated with the total GEF grant. The financing requested for Bosnia and Herzegovina is detailed in the table below.

Source of Funds	GEF Agency	Focal Area	Amount (in US\$)			
			Project Preparation	Project	Fee	Total
GEFTF	UNDP	Multi-Focal Area	0.00	500,000	47,500	547,500
Total GEF Resources			0.00	500,000	47,500	547,500

Sincerely yours,

GEF Operational Focal Point

Senad Oprašić, PhD
Head of Environmental Protection Department

Musala 9, 71 000 Sarajevo, тел: +387 33 220 093 факс: +387 33 33 220 091
Musala 9, 71 000 Sarajevo, tel: + 387 33 33 220 093 faks: +387 33 33 220 091
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Appendix E: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Minister Golić,

1. Reference is made to consultations between officials of the Government of Republic of Srpska (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project 00089645 “Bosnia and Herzegovina’s Third National Communications to the UNFCCC”:

- (a) Identification and recruitment of project personnel;
- (b) Identification and facilitation of training activities;
- (c) Procurement of goods and services.

4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the Standard Basic Assistance Agreement between Republic of Bosnia and Herzegovina and The United Nations Development Programme (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed projects.

Yours sincerely,

Signed on behalf of UNDP
Yuri Afanasiev
Resident Representative

For the Government
HE Srebrenka Golić
Minister

Date:

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry for Spatial Planning, Construction and Ecology, the institution designated by the Government of Republic of Srpska and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project 00089645 “Bosnia and Herzegovina’s Third National Communications to the UNFCCC” “the Project”.

2. In accordance with the provisions of the letter of agreement signed on _____ and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Consultant recruitment process	On-going during the project tenure	1,680.10	UNDP will directly charge the project upon receipt of request of services, as per Universal Price List as of Mar 2014
2. Procurement process not involving CAP	On-going during the project tenure	312.66	As above
3. Financial support services (F10 and payment process per transaction)	On-going during the project tenure	2,507.24	As above
		Total: USD 4,500	

4. Description of functions and responsibilities of the parties involved:

UNDP will conduct the full process while the role of the Implementing Partner (IP) will be as follows:

- The Implementing Partner will send a timetable for services requested annually/ updated biennially
- The Implementing Partner will send the request to UNDP for the services providing Terms of Reference required
- For the recruitment process: the IP will provide its consent to selected consultants