

**Government of the Republic of Belarus**

**United Nations Development Programme  
United Nations Conference of Trade and Development (UNCTAD)**

**Assisting the Government of the Republic of Belarus  
in accession to the World Trade Organization  
through strengthening national institutional capacity and expertise**

**Brief description:**

The project assists the Government in its progress towards securing WTO membership for Belarus by supporting analytical studies leading to action-oriented recommendations on issues related to WTO accession; it supports training activities and workshops for policy makers, and targets the business community and academia with a variety of awareness raising activities, as a way of promoting debate on the potential costs and benefits of WTO membership for Belarus

**Minsk**

# SIGNATURE PAGE

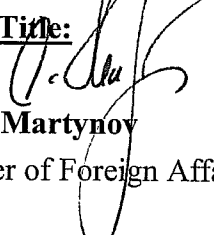
Country: Republic of Belarus

**Country Programme Outcome:** Improving the business climate for domestic and foreign investors through public-private partnerships

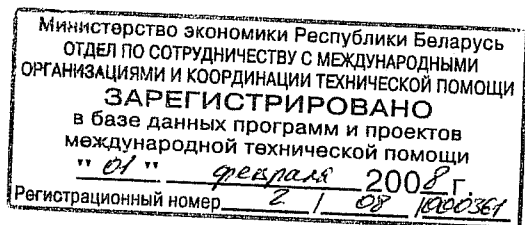
**Executing agency:** Ministry of Foreign Affairs of Belarus

**Cooperating agency:** UNCTAD

<p><b>Programme Period:</b> <u>2006-2010</u> <b>Programme Component:</b> <u>1.5. Private Sector Development</u> <b>Title:</b> <u>Assisting the Government of the Republic of Belarus in accession to the World Trade Organization through strengthening national institutional capacity and expertise</u> <b>Project ID:</b> 00057626 <b>Project Duration:</b> <u>24 months</u> <b>Management Arrangement:</b> <u>NEX</u></p>	<p>Budget TOTAL: USD <u>150,000</u> Contributions: • UNDP USD 150,000</p>
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**Agreed by**                      **Signature:**                      **Date:**                      **Name/Title:**   
**Executing agency**                      **Sergei Martynov**  
Minister of Foreign Affairs

**UNDP**                                            **Levan Bouadze**  
Resident Representative a.i.



*Срок реализации:*  
01.03.2008 - 28.02.2010

## **PART I. Situation analysis**

As an open-type economy, Belarus needs to integrate in the world economic system in order to secure dynamic economic development. The rules within the world economy are shaped to a large extent by the World Trade Organisation, with 151 member governments as of today. At present, 35 – 38% of Belarus' foreign trade is with WTO members. This proportion is expected to reach 98% when Ukraine and Russia join the WTO.

Accession to WTO is a priority of Belarus' foreign trade policy, and a means to secure stable and transparent conditions of foreign trade with international community as well as commonly shared principles of operation for investors and national producers.

Belarus applied for accession to GATT, the precursor to WTO, in 1993. In 1995, WTO established the Working Party on Belarus' accession to the WTO. Belarus has been in the process of bilateral negotiations on market access on goods and services since 2000. In negotiating the terms of WTO accession, Belarus seeks to fully integrate in the multilateral trading system. Its main challenges in this regard are (a) to ensure equal terms of trade with its main partners that are already members of WTO; (b) to gain recognition from its trade partners of the progress made in trade liberalisation by negotiating adequate rights and acceptable terms of WTO membership for Belarus; (c) to secure improved, non-discriminatory access to foreign markets for national exporters on the basis of unconditional provision of the most-favoured nation treatment.

Recently, Belarus has made great progress towards becoming a member of WTO. Presidential Edict No. 439 of 27 July 1999 established an Interministerial Commission on WTO accession, headed by Mr. Andrey Kobayakov, Deputy Prime Minister. Members of the Commission include civil servants from eighteen government agencies, experts from the Belarus Chamber of Commerce and Industry, National Academy of Sciences and Belarus State Economic University. The Legislative Action Plan on Bringing Legislation in Line with WTO Requirements has been mostly fulfilled. Bilateral negotiations were finalized with eight WTO member countries out of 22, as of June 2007. However, the most difficult bilateral negotiations – with the European Union and the United States, have yet to come to a successful conclusion. The Institute of Economics under the National Academy of Sciences produced a comprehensive analysis of the effects of WTO accession covering industry, agriculture, services, social sectors and employment. This mid-term forecast, covering the period 2005 – 2010, is based on the cumulating of possible specific effects arising from WTO accession and of the assessed independent trends of exports, imports and production based on present developments in national economy. It assesses prospects for exports, imports and output on the basis of the present trends in the national economy. The prospects and problems of Belarus' accession to WTO were the focus of an international conference held in November 2004.

As suggested by research findings, WTO accession is unlikely to produce significant risks at the macro level, as the possible negative impacts on some sectors will be compensated by gains in others. However, research identified specific sectors that are particularly vulnerable to import liberalisation, such as light industry, or manufacture of building materials. Further research will be necessary to assess the impacts of the obligations to be assumed by Belarus in connection with WTO accession taking also into consideration possible changes in development of different industries and regions with the view to suggest specific measures aimed at ensuring sustainable socio-economic development.

There is insufficient research on the probable implications for regional economic and trade alliances resulting from WTO accession by their members. In addition, the rapid progress towards WTO accession of neighbouring countries and major trade partners makes it

necessary to investigate the likely impacts of the terms of WTO membership of Russia and Ukraine on Belarus' export interests.

Despite having a strong negotiating team of professional diplomats, Belarus has a shortage of experts, analysts and government advisors with adequate expertise to contribute to formulating balanced policies on foreign trade and economic reform in light of WTO rules and requirements. It is deemed necessary to draw on the capacity of UNCTAD, a specialised agency of the UN, to organise training activities aimed at developing the necessary expertise and building national capacity in trade and development issues.

There is also a shortage of relevant literature in Russian for general audiences highlighting the advantages, potential gains and risks to Belarus from WTO membership.

### **Rationale for UNDP involvement**

This project is fully consistent with the goals and objectives presented in the UNDP Belarus Country Programme Document for 2006-2010. It supports Priority Area 1 of the Programme, "Promoting economic growth and improvements in the standards of living", by contributing to "improvements in the business and investment climate and promoting Belarus' accession to WTO".

The new project builds on the past experience of UNDP in implementing the project "Support for Belarus in the conduct of negotiations on WTO accession", carried out in 1994 – 2000 in collaboration with UNCTAD.

The proposed project will also be implemented in partnership with UNCTAD, a specialized United Nations agency with the necessary expertise and a sound track record of assisting countries that seek WTO membership and are striving to adjust their foreign trade policies in response to global trends. This partnership is envisaged by the "Memorandum of Understanding on the Priority Areas of Cooperation in the Field of International Trade, Investment and Development" signed 16 July 2007 by the Prime Minister of the Republic of Belarus, the Secretary General of UNCTAD and the UNDP Resident Representative in the Republic of Belarus,.

The project will positively affect the development of public-private dialogue, contribute to reducing administrative barriers to business, facilitate improvements in the investment climate and, consequently, investments, and advance socio-economic development in the regions.

## **PART 2. IMPLEMENTING STRATEGY**

**The project's main goal** is to assist the Government of Belarus in WTO accession by strengthening national expertise and building institutional capacity to adjust national foreign trade policy as well as by raising public awareness of process and impact of WTO accession.

The main objectives of the project are as follows:

1. To perform analytical studies, leading to action-oriented recommendations on issues related to Belarus' WTO accession;
2. To implement training activities for national organisations, institutions and government agencies on various aspects of WTO accession;
3. To conduct an information and education campaign to improve public awareness regarding WTO rules and country's accession process. The target audiences will include the business community, academia and the media.

### **Expected outputs:**

1. Analytical reports for support of the negotiating team are accessible to all potential actors in the negotiation process and to the officials responsible for making policy on issues covered

by WTO agreements. These reports will recommend actions to maximise the positive effects of WTO membership and mitigate potential negative impacts.

2. The Belarusian negotiating team and civil servants in the government and legislature agencies will acquire essential knowledge and skills on matters related to WTO accession and will be able to contribute to the negotiating process, equipped with a better understanding of the opportunities and challenges of membership in WTO. This will enable Belarus to join WTO on terms consistent with its socio-economic achievements and national development priorities.

3. The business community, academia and the general public will become more aware of the potential impact of WTO rules and requirements on foreign trade regime, the implications for different sectors of the economy and options for increasing competitiveness.

In the long run, the project will:

- strengthen national capacity in foreign trade;
- contribute to a more balanced process of restructuring of the national economy and adjustments in sector output proportions in response to changes in domestic and foreign demand;
- promote timely response to threats of an economic downturn in sectors vulnerable to competition from import as well as expansion of competitive sectors with the view of ensuring sustainable socio-economic development.

The project has three major components

**Component 1** will support analytical studies on Belarus' accession to WTO. Analyst teams will be formed to conduct the following studies:

- 1) Analysis of WTO accession terms of Russia and Ukraine and their implications on Belarusian interests in trade with these countries.
- 2) Options to minimize potential risks of Belarus' WTO accession for specific sectors of the economy. Recommendations on adapting government support (subsidization) mechanisms to the terms of WTO membership.
- 3) Possible and balanced scenarios of development of regional alliances in the field of trade and economic cooperation in light of WTO accession by their members .

Each study will contain specific, action-oriented recommendations. Preliminary and final results of the studies will be submitted to the government agencies and organizations represented in the Interministerial Commission on WTO accession.

**Component 2** will support institutional capacity building by sharing of state-of-art knowledge and skills needed at the accession and post-accession stages. Officers and consultants from UNCTAD will conduct a series of workshops on key aspects of the negotiation process for the negotiating team, decision makers from key ministries, members of parliament, the business community and academia. Specific themes of the workshops will be identified after an information needs survey among the target groups. Participant feedback will be sought upon completion of the workshops. A team of national trainers will be formed and trained to conduct workshops in the regions.

In addition, UNCTAD will provide expertise in the drafting of documentation related to WTO accession and contribute to the review of draft report of the Working Party on Belarus' accession to WTO. UNCTAD will also provide advice and support to evaluating and categorising requests and requirements of country members of the WTO Working Party and formulating a possible response from Belarus.

**Component 3** will include public information and awareness raising activities concerning the goals, benefits and risks of WTO accession. Information and educational campaigns will be organised in all administrative regions and regional capitals. Several roadshows will be

organised for leading business associations, and an information event for the media will be arranged. The general audiences will be targeted with general-interest literature on WTO.

### **Project beneficiaries and partners**

The Ministry of Foreign Affairs and the Interministerial Commission on accession to WTO will be the main beneficiaries from the project.

The parties likely to benefit from the project indirectly will include:

- Government ministries and agencies, and parliamentary commissions involved in making policies and decisions related to socio-economic reform and restructuring of industry and agriculture;
- Belarus Chamber of Commerce and Industry, academic institutions specialising in foreign trade research, export-oriented enterprises, enterprise associations, local enterprises and entrepreneurs.

### **Potential risks for the project and risk reduction strategies**

- 1) Lack of national expertise to cover all relevant aspects of WTO accession. To eliminate this risk an appropriate cooperation should be put in place between the UNCTAD international experts and national specialists from organizations involved in the policy-making process of WTO-related issues.
- 2) Identification of sectors of economy sensitive to terms of WTO accession can result in adverse perception from the part of negative lobby. A set of concrete, WTO-compliant policies should be developed to increase competitiveness of such industries and a programme of reallocation of resources to more competitive sectors should be drafted.

## PROJECT RESULTS AND RESOURCES FRAMEWORK

<p><b>Intended Outcome as stated in the Country Programme Document: Business climate for investors and domestic private sector improved through developing public-private partnerships</b></p>					
<p><b>Outcome indicators as stated in the Country Programme Document: Improved business environment for investors and the private sector in Belarus</b></p>					
<p><b>Applicable MYFF Service line: 1.5 Private sector development</b></p>					
<p><b>Partnership strategy:</b> The project will be implemented by the Ministry of Foreign Affairs and UNCTAD as co-implementing agency. Administrative support for the project will be provided by the UN Office in the Republic of Belarus. The project calls for active collaboration with agencies represented in the Interministerial Commission on WTO accession, including the Ministry of Economy, Ministry of Industry, State Committee for Standardisation, Ministry of Food and Agriculture, standing parliamentary commissions, and other interested public institutions and agencies.</p>					
Intended Outputs	Progress Indicators	Indicative Activities	Inputs (\$)	Timeline (months into the project)	Responsible parties
1	2	3	4	5	6
<b>Output 1.</b>					
Analytical studies, leading to action-oriented recommendations for Belarus on issues related to WTO accession, performed	<ul style="list-style-type: none"> <li>Research findings presented to all government institutions and agencies sitting on the Interministerial Commission on WTO accession</li> </ul>	<p>1.1. Examining the impact of WTO accession terms of Russia and Ukraine and their implications on Belarusian interests in trade with these countries.</p> <p>1.2. Exploring options for reducing potential risks related to Belarus' WTO accession in specific sectors of economy; providing recommendations on adapting government support (subsidization) mechanisms to the terms of WTO membership.</p> <p>1.3. Developing a note on possible and balanced scenarios of development of regional alliances in the field of trade and economic cooperation in light of WTO accession by their members.</p>	5,000	4-6	UNCTAD, local consultants
			5,000	6-15	UNCTAD, local consultants
			5,000	4-8	UNCTAD, local consultants

МИНИСТЕРСТВО ЭКОНОМИКИ

Республики Беларусь

ОТДЕЛ ПО СОТРУДНИЧЕСТВУ  
С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ  
И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ

Total on output 1		15,000			UNCTAD, local consultants
<b>Output 2</b>	National capacity enhanced to manage different aspects of WTO accession	4,000	2.1. Conducting two workshops on the basic provisions of WTO agreements, including potential commitments of the Republic of Belarus with regard to the post accession trade regime. 2.2. Conducting a workshop on liberalisation of market access in services, including financial services and telecommunications. 2.3. Developing the Guide Note on WTO rules on trade in services including a review of WTO members commitments. 2.4. Conducting a workshop on agricultural domestic support and WTO rules. 2.5. Conducting technical and advisory missions to assist in drafting documentation related to WTO accession 2.6. Providing training of trainers. 2.7. Organization of study tours and seminars aimed at reviewing foreign experience in the field. 2.8. Conducting expert panel meetings before and after WTO Working Party meetings to evaluate and categorise requests and requirements of Working Party countries-	3,14	UNCTAD, local consultants
	<ul style="list-style-type: none"> <li>At least 80 persons have completed a training on various aspects of WTO accession</li> </ul>	4,000		7	UNCTAD, local consultants
	<ul style="list-style-type: none"> <li>High outcome and performance indicators of the workshops</li> </ul>	4,000		2-6	UNCTAD, local consultants
	<ul style="list-style-type: none"> <li>Guide Note on WTO rules on trade in services produced and disseminated</li> </ul>	4,000		10	UNCTAD, local consultants
	<ul style="list-style-type: none"> <li>5 national trainers trained</li> </ul>	15,000		2-24	UNCTAD, local consultants
		33,000	In case of receiving supplementary co-financing	4-5	UNCTAD
		11,000		2-24	UNCTAD, local consultants



<b>Total on output 2</b>		members and to discuss possible responses by Belarus.	<b>75,000</b>		
<b>Output 3</b> Increased public awareness of WTO accession process of Belarus	<ul style="list-style-type: none"> <li>WTO information campaigns cover all regional capitals</li> <li>At least ten articles published in the media concerning WTO accession procedures and Belarus' progress in negotiating the terms of WTO accession</li> </ul>	<p>3.1. Conducting regional information workshops to raise awareness about rules and the benefits of WTO accession for Belarus.</p> <p>3.2. Conducting roundtables for business associations.</p> <p>3.3. Publishing brochures on WTO for the business community.</p> <p>3.4. Posting the brochures and public information materials on the Internet.</p> <p>3.5. Conducting a roundtable session for the press.</p>	<p>10,000</p> <p>3,000</p> <p>3,000</p> <p>1,000</p> <p>2,000</p>	<p>6-22</p> <p>7</p> <p>12</p> <p>13</p> <p>9</p>	<p>Local consultants</p> <p>Local consultants</p> <p>Local consultants</p> <p>Local consultants</p> <p>Local consultants</p>
<b>Total on output 3</b>			<b>19,000</b>		
<b>Administrative staff (1 person).</b>			24,000	1-24	
<b>Office equipment and furniture</b>		Computer, printer, scanner, photocopier, Presentation equipment and furniture UNDP	6,000	1-24	
<b>Office maintenance costs</b>		Internet and communication costs, stationery items and office supplies	5,000	1-24	
<b>Miscellaneous costs, including translation</b>			6,000	1-24	
<b>Total for project</b>			<b>150,000</b>	<b>1-24</b>	

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### **PART 3. MANAGEMENT ARRANGEMENTS**

The project will be implemented in the national execution modality. The Ministry of Foreign Affairs will act as an executing agency and will appoint a national coordinator with necessary authority for implementing the project.

The UNDP Office in Belarus will provide administrative support for the project and other services listed in Appendix 1 on a full cost recovery basis within the amounts indicated in Part 2. In coordination with the Ministry of Foreign Affairs, UNDP will recruit a project manager to provide current support to project implementation. The Project manager's job description is attached (Annex 2). A Project Coordination Committee (advisory project board) will be established to debate and make decisions on strategic issues concerning the project and to monitor project implementation. The terms of reference for the Project Coordination Committee are provided in Annex 3. The UNDP backstopping Programme Officer will hold the Project Assurance role by carrying out objective and independent project oversight and monitoring functions.

UNCTAD will act as a co-implementing/cooperating agency and supports achievement of the project goals within the limits of its competence. UNCTAD will make inputs and sign the annual detailed work plans, submit annual and semi-annual progress reports and financial statements for inclusion in the project summary reports submitted to the Ministry of Economy in accordance with the national legislation on international technical assistance.

The project will rely on close collaboration with the Interministerial Commission on WTO accession, and partnership with the Ministry of Economy, Ministry of Industry, State Committee for Standardisation, Ministry of Food and Agriculture, standing commissions of Parliament, Chamber of Commerce and Industry, business associations and academic institutions. Close coordination and collaboration will be established, when appropriate, with other international organisations and projects.

#### **Inputs:**

##### **Ministry of Foreign Affairs:**

- Bears responsibility for achievement of project's results and coordinates activities of project partners;
- Participates in promotion and practical use of the project findings and results;
- Provides the office space to locate project personnel and to conduct roundtables, panels, working group meetings and other events in Minsk.

##### **The UNDP Office in Belarus:**

- Allocates funds for the project implementation;
- Renders an administrative and technical support (Annex 1);
- Supports the coordination and integration of the project with other projects being run by UNDP;
- provides international-scale publicity about the project and its achievements.

**UNCTAD** will provide its international consultancy, advice and expertise; subject-wise training and organizing trips for the training purposes (in compliance with the project document and annual project work plans);

Given positive experience of cooperation between the Government of the Republic of Belarus, UNDP and UNCTAD, parties envisage maximum utilization of national capacity, international expertise and public participation in the process of

recommendations elaboration, attraction of supplementary financing sources and consolidation thereof within the framework of present project.

#### **PART 4. MONITORING AND EVALUATION OF PROJECT IMPLEMENTATION**

Progress of the project implementation will be constantly monitored and will be subject to periodical evaluation and reporting in accordance with the UNDP procedures and rules. The detailed annual work plan will be the object of monitoring. The annual work plan will be elaborated by the project manager in cooperation with key partner organizations. It is subject to review by the Project Coordination Committee and has to be approved by the National Project Coordinator and the UNDP Resident Representative. Efficiency evaluation of training activities and study tours will be based on the results of questionnaires completed by participants.

The project manager will assist the National Project Coordinator to prepare annual reports for the Ministry of Economy according to the evaluation procedure of international technical assistance projects approved by the Resolution of the Council of Ministers of the Republic of Belarus No. 1513 dated November 26, 2004.

The Project Manager is responsible to UNDP for appropriate expenditure of the project budget and reflects the structure of such expenditure in the budget revision, prepared in accordance with the rules contained in the "Financial management and reporting" section of the UNDP manual for nationally executed projects.

#### **PART 5. LEGAL CONTEXT**

This project document is a basis for the implementation of a series of activities provided for in the project. This is in accordance with Article 1 of the Standard Basic Agreement concerning assistance between the Government of the Republic of Belarus and the United Nations Development Program which was signed by both parties on September 24, 1992.

If so agreed by all signatories of the project document, this document may be amended as concerns the following issues:

- Alterations for the document and additions to it which make no major changes to the specified objectives or expected results, but which have been necessitated due to redistribution of pre-agreed funds within the total amount of budgetary funds available for the implementation of the project;

- Alterations made as a result of evaluations of implemented activities, which concern modification of expected results brought about by reasonable increases in the planned expenditures.

The project will be implemented through the national execution modality in accordance with the guiding provisions and recommendations of UN General Assembly Resolution 47/199, which aims to promote decentralisation in the organisation and implementation of events financed using UNDP funds. In addition to this resolution, in a letter dated December 17, 1993, the UNDP Administrator authorised Permanent UN/UNDP Representatives to provide organisational, administrative or other technical assistance to national organizations implementing project activities upon request of the relevant Government.

### DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

Upon agreement with the Ministry of Economy of the Republic of Belarus the UNDP country office shall provide the following support services for the projects of technical aid:

<i>Support services</i>	<i>Schedule and procedure for the provision of the support services</i>	<i>Cost to UNDP of providing such support services (where appropriate)</i>	<i>Method of reimbursement of UNDP (where appropriate)</i>
1. General administration:  -travel arrangements;  -pouch incoming and outgoing.	upon request of the project manager  as required	According to UPL*  CO Pricelist	Quarterly Implementation Support Services (ISS) charges
2. Finance:  processing of direct payment requests;  certified financial reports	upon request of the project manager  annually	According to UPL  GMS charges in percentage of cost-sharing	Quarterly ISS charges  GMS fee
3. Computer related services:  Internet connectivity  IT consultancy.	as requested		In accordance with the methodology of calculating Internet cost, accepted by UNDP office
4. Procurement services	upon request of the project manager	According to UPL	Quarterly ISS charges
5. Programme support:  assistance in personnel selection and issuance of contracts;  assistance in project monitoring and evaluation.	upon request of the project manager  in line with the UNDP Office evaluation plan	According to UPL  GMS charges in percentage of cost-sharing	Quarterly ISS charges  GMS fee
6. Service of the UNDP's Communication Officer to visualize the project outputs (conferences, briefings, publications and so on)	In accordance with the CO communications activities	1% of TRAC resources contributed to the project	

\* UPL: UNDP Universal Price List for Country Office Services to UN Agencies and Programmes

ISS: Implementation Support Services

GMS: General Management Support charges in percentage to cost-sharing

## TERMS OF REFERENCE

### PROJECT MANAGER

**Terms of employment:** Full time. One year contract with possibility of extension on the basis of positive work evaluation.

**Duty station:** Minsk, official travel within and outside Belarus as required

#### Objective:

The Project Manager is responsible for successful completion of all project activities and the delivery of agreed outputs. The incumbent is overseen by the UNDP Program Officer and the National Project Coordinator. The incumbent performs his/her duties in coordination with UNDP, UNCTAD, National Executing agency and the Project Coordination Committee. The incumbent organises the work of the project personnel and consultants recruited for performance of specific jobs and services.

#### Duties:

- Supervise and coordinate the project to ensure its results are in accordance with the project document and work plan and in line with UNDP programming procedures;
- Administer the project budget, make expenditure plans, conduct overall monitoring of project delivery;
- Ensure adequate information flow among the various stakeholders of the project;
- Contribute to the review of materials prepared by the expert groups;
- Prepare regular reports to UNDP and other reports requested by the National Implementing Agency and donor organisations;
- Ensure timely recruitment of national consultants and draft relevant subcontracts;
- Organise and coordinate procurement of goods and services for the project;
- Monitors project expenditures, prepares budget revisions;
- Prepares roundtables, Workshops, and meetings to discuss research findings;
- Organises publication of information materials, and updates on the project in the media and at the Internet site of the UN/UNDP Office in the Republic of Belarus.
- Performs other duties (upon request of supervisors)

#### Qualifications:

- Higher economic/legal education;
- Experience (at least 3 years) in the field related to project activities;
- Experience in implementing research projects or international technical assistance projects (a plus);
- Excellent communication and managerial skills;
- Knowledge and experience of working with ICT;
- Fully proficient in English.

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## **Project Coordination Committee**

### **Terms of Reference**

#### **Definitions**

**The Project Coordination Committee (PCC)** is a collective body in charge of the strategic management of the project.

The committee's primary goal is to define the strategy for achieving the target outputs.

This goal is achieved through deliberations and joint decision making on key issues relevant to the project and by hearing and approving reports on project implementation. The PCC decisions are not legally binding for the implementing agency.

Members in the PCC are proposed by the National Coordinator, subject to approval by the UNDP Resident Representative in Belarus. In addition to representatives from UNDP and the implementing agency, members in the PCC also include representatives from the relevant government ministries, parliament commissions, donor and international organisations, business associations. Invitations to attend the PCC's meetings can be extended to members of other organisations.

The Committee is chaired by the National Project Coordinator, and the Project Manager acts as the Committee's secretary.

#### **Procedures**

The time and venue of the Committee's meetings are defined by the Chairman.

Meetings of the Project Coordination Committee are convened as needed, but at least twice a year.

Each member of the PCC should be informed about the date, time, venue and agenda in advance of the meeting. Preparation for the meeting is the responsibility of the Committee's secretary.

The agenda and procedures are approved by members of PCC. At least one-half of all members are required for the quorum.

Decisions are made through an open vote.

The records of the meeting must be signed by the Chairman of the PCC.

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United Nations Development Programme

Belarus  
Year 2008

Project Number: 00057626  
Supporting Belarus Accession to  
WTO

Project Title:

Proj. ID	Expected Output	Key Activities	Timeframe							Resp. Partner	Planned Budget			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3		Fund	Donor	Budget Description	Amount
			4	5	6	7	8	9	10		11	12	13	
1	2	3	X	X	X	X	X	MFA	04000	00012	71300	Local Consultants	1 000	
00057626	Activity1	WTO research	X	X	X	X	X	MFA	04000	00012	71200	International consultants	9 000	
00057626	Activity2	Capacity enhanced to manage WTO	X	X	X	X	X	MFA	04000	00012	71300	Local Consultants	10 500	
			X	X	X	X	X	MFA	04000	00012	71200	International consultants	28 000	
			X	X	X	X	X	MFA	04000	00012	74200	Printing and publications	1 500	
			X	X	X	X	X	MFA	04000	00012	72100	Service Contracts - companies	700	
			X	X	X	X	X	MFA	04000	00012	71600	Travel	15 300	
00057626	Activity3	Public Awareness of WTO	X	X	X	X	X	MFA	04000	00012	72100	Service Contracts - Companies	7 000	
00057626	Activity 4	Project Management	X	X	X	X	X	MFA	04000	00012	71300	Local Consultants	1 500	
			X	X	X	X	X	MFA	04000	00012	71400	Service Contracts - individuals	10 000	
			X	X	X	X	X	MFA	04000	00012	72800	Computer equipment	2 500	
			X	X	X	X	X	MFA	04000	00012	72400	Communications	800	
			X	X	X	X	X	MFA	04000	00012	72200	Office equipment and furniture	3 500	
			X	X	X	X	X	MFA	04000	00012	72500	Stationery and other office suppl	1 285	
			X	X	X	X	X	MFA	04000	00012	74500	Miscellaneous	2 500	
<b>TOTAL</b>													95 085	

Approved by:	Name/Title	Date	Signature
UNDP	UNDP Programme Officer		
Project	Project Manager		

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С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ  
И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ



**United Nations Development Programme**  
**Belarus**  
**Year 2009**

**Project Number: 00057626**



**Project Title:** Supporting Belarus Accession to WTO

Proj. ID	Expected Output	Key Activities	Timeframe				Resp. Partne	Fund	Donor	Planned Budget		
			Q1	Q2	Q3	Q4				Budget Description	Amount	
1	2	3	4	5	6	7	8	9	10	11	12	13
00057626	Activity1	WTO research	X	X	X	X	MFA	04000	00012	71300	Local Consultants	2 000
00057626	Activity2	Capacity enhanced to manage WTO	X	X	X	X	MFA	04000	00012	71200	International consultants	3 000
			X	X	X	X	MFA	04000	00012	71300	Local Consultants	9 300
			X	X	X	X	MFA	04000	00012	71200	International consultants	6 000
			X	X	X	X	MFA	04000	00012	72100	Service Contracts - companies	700
			X	X	X	X	MFA	04000	00012	71600	Travel	3 000
00057626	Activity3	Public Awareness of WTO	X	X	X	X	MFA	04000	00012	72100	Service Contracts - Companies	6 000
			X	X	X	X	MFA	04000	00012	74200	Printing and publications	1 500
00057626	Activity 4	Project Management	X	X	X	X	MFA	04000	00012	71300	Local Consultants	1 000
			X	X	X	X	MFA	04000	00012	71400	Service Contracts - individuals	12 000
			X	X	X	X	MFA	04000	00012	72400	Communications	1 100
			X	X	X	X	MFA	04000	00012	72500	Stationery and other office suppl	1 300
			X	X	X	X	MFA	04000	00012	74500	Miscellaneous	2 700
<b>TOTAL</b>												49 600

<b>Approved by:</b>	<b>Name/Title</b>	<b>Date</b>	<b>Signature</b>
UNDP	UNDP Programme Officer		
Project	Project Manager		

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United Nations Development Programme  
 Belarus  
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Project Title: Supporting Belarus Accession to WTO

Proj. ID	Expected Output	Key Activities	Timeframe				Resp. Partner	Fund	Donor	Planned Budget		Amount
			Q1	Q2	Q3	Q4				Budget Description	Amount	
1	2	3	4	5	6	7	8	9	10	11	12	13
00057626	Activity 3	Public awareness of WTO	X	X	X	X	MFA	04000	00012	72100	Service Contracts - companies	2 000
00057626	Activity 4	Project Management	X	X	X	X	MFA	04000	00012	71400	Service Contracts - individuals	2 000
			X	X	X	X	MFA	04000	00012	72400	Communications	300
			X	X	X	X	MFA	04000	00012	72500	Stationery and other office suppl	215
			X	X	X	X	MFA	04000	00012	74500	Miscellaneous	800
		<b>TOTAL</b>										5 315
Project		Project Manager										

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