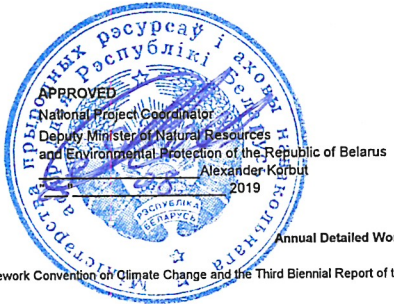




APPROVED
United Nations Development Programme



APPROVED
National Project Coordinator
Deputy Minister of Natural Resources
and Environmental Protection of the Republic of Belarus
Alexander Korbut
2019



APPROVED
Director of the State Enterprise "Ecologyinvest"
Valery Kurlov
2019

Annual Detailed Work Plan 2019

Project Title: "Preparation of the Seventh National Communication for the Implementation of the United Nations Framework Convention on Climate Change and the Third Biennial Report of the Republic of Belarus"

Project ID: 00106702/00107302

Expected UNDAF/Country Programme Outcome: UNDP Belarus Country Programme 2016-2020 (Output 3.1: Solutions developed at national and subnational levels for the sustainable management of natural resources, ecosystem services, chemicals and waste) and UNDAF for Belarus for 2016-2020 (Outcome 3.1: By 2020, policies will have been improved and measures will have been effectively implemented to increase energy efficiency and the production of renewable energy, to protect landscape and biological diversity, and to reduce the anthropogenic burden on the environment)

Imp. Agency: State Enterprise "Ecologyinvest"

- Annual Targets: 1. Enabling of awareness-raising activities on climate change.
2. Improvement of data for the preparation of documents for the implementation of the United Nations Framework Convention on Climate Change.

Activity description	Unit of measurement	Quantity	Unit cost, USD	Amount by quarters, USD				Total (USD)	Fund/ Donor	Budget Account	Implementing partner/ Responsible party	Annual Target
				Q1	Q2	Q3	Q4					
Outcome 1: National Circumstances, Institutional Arrangements, Financial resources and technology transfer, Constraints, Gaps and Other Information												
Annual Target Outputs on Outcome 1: National circumstances reviewed, institutional arrangements described, the information to expand public awareness of climate change prepared												
1.1	Review of national circumstances and appropriate measures to meet obligations under the United Nations Framework Convention on Climate Change; collection, analysis and updating of the information concerned to the government structure, population, geographic, climate, economic and other profiles	pers/day	18	150			0	2 700	2 700	71300 - Local Consultants	State Enterprise "Ecologyinvest"	National circumstances and appropriate measures to meet obligations under the United Nations Framework Convention on Climate Change reviewed. The information concerned to the government structure, population, geographic, climate, economic and other profiles, as well as sector specific information together with examples of the key drivers for emission trends, including energy, transport, industry, waste, agriculture and forestry, collected, analyzed and updated. Draft sections of the Seventh National Communication containing description of national circumstances prepared. Interim report containing explanation of the measures to meet obligations under the United Nations Framework Convention on Climate Change prepared.
1.2	Analysis of the needs and problems arising from climate change	pers/week	0,6	5000			0	3 000	3 000	71200 - International Consultants**		The needs and problems arising from climate change analyzed. Interim report containing the results of analysis of the needs and problems arising from climate change prepared.
		pers/day	10	150			0	1 500	1 500	71300 - Local Consultants		The institutional arrangements relevant to the preparation of the National communications and Biennial reports analysed. The report containing description of the institutional arrangements relevant to the preparation of the National communications and Biennial reports prepared.
1.3	Description of the institutional arrangements relevant to the preparation of the National communications and Biennial reports	pers/day	10	150			0	1 500	1 500	71300 - Local Consultants		Assessment of the gaps and needs related to financial, technological and capacity-building assistance conducted. Draft section of the Seventh National Communication covering the issues of financial resources and technologies transfer prepared. Draft section of the Third Biennial Report covering the issues of financial, technological and capacity-building assistance prepared.
1.4	Conduction of assessment of the gaps and needs related to financial, technological and capacity-building assistance	pers/day	20	150			0	3 000	3 000	62000/10003 GEF 71300 - Local Consultants		Draft plan for research to monitor climate change prepared. Draft sections of the Seventh National Communication covering the issues of common policy in the field of research and systematic observation, including national policy, international cooperation, research, forecasting and modelling of climate change in the Republic of Belarus, as well as a climate monitoring system in the Republic of Belarus, improvements in the national monitoring system and its relationship to the Global Climate Observing System.
1.5	Preparation of the plan for research to monitor climate change	pers/day	10	150			0	1 500	1 500	71300 - Local Consultants		Interim report containing the issues of the system organization of regional monitoring of climate change prepared.
1.6	Improvement of the system of regional monitoring of climate change	contract	1	6600			0	6 600	6 600	72100 - Contractual services - companies		The information on the participation of non-governmental organizations in climate change activities prepared. The section of the Seventh National Communication containing the information on the participation of non-governmental organizations in climate change activities prepared.
1.7	Preparation of the information on the participation of non-governmental organizations in climate change activities	pers/day	10	150			0	1 500	1 500	71300 - Local Consultants		The research to expand public awareness of climate change including secondary and higher education conducted. The sections of the Seventh National Communication covering the issues of education, training and informing on climate change prepared.
1.8	Conduction of the research to expand public awareness on climate change including secondary and higher education	pers/day	10	150			0	1 500	1 500	71300 - Local Consultants		

1.9	Conduction of training sessions, workshops (including inception workshop), other events under Outcome 1	travel	1	250			0	250	250	62000/10003 GEF	71600 - Travel*	UNDP	1. The project and planned activities presented to at least 25 representatives of stakeholders during inception workshop. 2. Activities results under Outcome 1 discussed during at least one round table on activities implementation of Outcomes 1 and 2 with participation of at least 20 people including project consultants. 3. The requirements to reporting materials preparation in the framework of international agreements implementation on climate change studied by PMU and other stakeholders at training. 4. Suggestions on implementation of activities under Outcome 1 discussed during at least 2 meetings of experts/meetings.	
		event	1	3000			0	3 000	3 000		75700 - Training, Workshops and Confer*			
		event	5	200-500			300	1 300	1 600		75700 - Training, Workshops and Confer	State Enterprise "Ecologyinvest"		
1.10	Printing and publishing information materials for dissemination of the results of Outcome 1	event	1	200			0	200	200	62000/10003 GEF	74200 - Audio Visual&Print Prod Costs	State Enterprise "Ecologyinvest"	Informational materials about the results of Outcome 1 prepared, printed/published and disseminated among different stakeholders and target groups.	
1.11	Project management of Outcome 1	pers/month	5	90-450			1 080	1 620	2 700		71810 -Contractor services - individuals-long term		Project staff works in accordance with Project Document, Annual Detailed Work Plan 2019 and Outcome 1 activities are implemented without substantial delay (20% Chief Technical Advisor, 10% Event & Communication Manager).	
TOTAL OUTCOME 1:														
Total Outcome 1, UNDP Country Office Support Services for Project Implementation														
Total Outcomes 1, Direct Payment														
Total Outcome 1, Direct Cash Transfer														
							1 380	29 170	30 550					
							0	3 250	3 250					
							0	3 000	3 000					
							1 380	22 920	24 300					
Outcome 2: Greenhouse Gas Inventory, including the national system and the national registry of carbon units														
Annual Target Outputs on Outcome 2: The requirements of IPCC 2006 Guidelines for National Greenhouse Gas Inventories analyzed, basis for GHG inventory improved														
2.1	Determination of the activities on improvement of the GHG inventory system in the Republic of Belarus according to the requirements of IPCC 2006 Guidelines for National Greenhouse Gas Inventories	pers/week	0,6	5000			0	3 000	3 000	62000/10003 GEF	71200 - International Consultants**	State Enterprise "Ecologyinvest"	The requirements of IPCC 2006 Guidelines for National Greenhouse Gas Inventories analyzed, the activities on improvement of the GHG inventory system in the Republic of Belarus according to these requirements determined. Interim report containing analysis of international experience of national inventories prepared. Interim report containing suggestions on improvement of the GHG inventory system in the Republic of Belarus and activities on meeting the requirements of IPCC 2006 Guidelines for National Greenhouse Gas Inventories prepared. Draft section of the Seventh National Communication covering the information on national GHG inventory system prepared. Draft section of the Third Biennial Report covering the information on HG inventory system in the Republic of Belarus prepared.	
		pers/day	100	150			0	15 000	15 000		71300 - Local Consultants			
2.2	Analysis of GHG emission trends for the period 1990-2016	pers/day	65	150			0	9 750	9 750		71300 - Local Consultants		Analysis of GHG emission trends for the period 1990-2016 conducted. Draft section of the Seventh National Communication covering the information on GHG emissions in the Republic of Belarus prepared. Draft section of the Third Biennial Report covering the information on GHG emissions and their trends for the period 1990-2016 prepared.	
2.3	Improvement of methods of data collection, processing and storage on the base of analysis of key categories of GHG emissions in the main sectors of the national economy as well as analysis of uncertainties	pers/day	40	150			0	6 000	6 000		71300 - Local Consultants		Improved methods of data collection, processing and storage on the base of analysis of key categories of GHG emissions in the main sectors of the national economy as well as analysis of uncertainties determined. Interim report(s) containing description of improved methods of data collection, processing and storage on the base of analysis of key categories of GHG emissions in the main sectors of the national economy as well as analysis of uncertainties prepared.	
2.4	Improvement of the collection and processing of GHG inventory data for the LULUCF sector and projections of emissions and sinks up to 2050; development and calculation of national emission factors for GHGs of various wetlands for the time period 1990-2015; estimation of changes in carbon stocks of soils and re-waterlogged peatlands over the period 1970-2015	contract	3	12500-15000			0	40 000	40 000		72100 - Contractual services - companies		1. Interim report containing activities order on collection and processing of GHG inventory data improvement for the LULUCF sector on the base of the State Forestry Cadastre as well as projections of emissions and sinks for the LULUCF sector up to 2050 considering the measures to enhance GHG removals by sinks in LULUCF sector prepared. 2. Interim report containing national emission factors for GHGs of various wetlands for the time period 1990-2015 prepared. 3. Interim report containing the data of changes in carbon stocks of soils and re-waterlogged peatlands over the period 1970-2015 prepared.	
2.5	Preparation and recalculation of emission factors for key source categories: energy, industrial processes and product use and updating of the system of inventory of sources and ways of handling wastes	pers/day	100	150			0	15 000	15 000		71300 - Local Consultants		1. Interim report(s) containing updated emission factors for key source categories: energy, industrial processes and product use (in particular, metallurgy, construction industry, use of HFC/PFCs and SF6, agriculture (livestock), wastewater treatment) and their justification. Updated emission factors entered in electronic spreadsheets of the GHG inventory system if necessary. 2. Interim report containing activities order on updating of the system of inventory of sources and ways of handling wastes of production, consumption and municipal waste prepared.	
2.6	Improvement of activity data, required by IPCC 2006 Guidelines for National Greenhouse Gas Inventories, collection of data and analysis of data gaps, and updating of the database of the GHG inventory system	pers/day	65	150			0	9 750	9 750		71300 - Local Consultants		Activity data, required by IPCC 2006 Guidelines for National Greenhouse Gas Inventories, improved, data collected, data gaps analyzed. Interim report containing primary data for database of the GHG inventory system as well as data gaps analysis prepared. The database of the GHG inventory system updated.	
2.7	Preparation of GHG inventory for all sectors of the economy required by IPCC on the basis of improved information	pers/week	0,6	5000			0	3 000	3 000	62000/10003 GEF	71200 - International Consultants**	State Enterprise "Ecologyinvest"	Interim version of GHG inventory for all sectors of the economy required by IPCC on the basis of improved information prepared.	
		pers/day	195	150			0	29 250	29 250		71300 - Local Consultants			
2.8	Analysis and implementation into the national report the results of the verification of the GHG emission inventory by the GHG inventory expert group	pers/day	15	150			0	2 250	2 250		71300 - Local Consultants		The results of the verification of the GHG emission inventory by the GHG inventory expert group analysed and implemented into the national report where possible.	

TOTAL OUTCOME 4:										
Total Outcome 4, UNDP Country Office Support Services for Project Implementation										
Total Outcomes 4, Direct Payment										
Total Outcome 4, Direct Cash Transfer										
						1 380	31 470	32 850		
						0	3 500	3 500		
						0	5 000	5 000		
						1 380	22 970	24 350		

Outcome 5. Compilation, editing and publication of the Seventh National Communication and the Third Biennial Report. Monitoring and Evaluation.

Annual Target Outputs on Outcome 5: The drafts of the Seventh National Communication and the Third Biennial Report discussed with stakeholders

5.1	Compilation, translation and editing of the Seventh National Communication and the Third Biennial Report												
5.2	Conduction of the seminar to review the draft of the Seventh National Communication	pers/week	0,2	5000			0	1 000	1 000	62000/10003 GEF	71300 - Local Consultants	State Enterprise "Ecologyinvest"	The activity to be implemented in 2020
		travel	1	250			0	250	250		71200 - International Consultants**	State Enterprise "Ecologyinvest"	
		event	2	250			0	500	500		71600 - Travel*	UNDP	1. The drafts of the Seventh National Communication and the Third Biennial Report discussed during at least two meetings of experts/meetings. 2. Conduction of the seminar to review the draft of the Seventh National Communication to be implemented in 2020.
5.3	Study tour to the one of the country listed in the annex I to the United Nations Framework Convention on Climate Change									75700 - Training, Workshops and Confer	State Enterprise "Ecologyinvest"	The activity to be implemented in 2020	
5.4	Publishing of the Seventh National Communication and the Third Biennial Report, information and visibility materials for dissemination on the seminar to review the draft of the Seventh National Communication and other events	event	2	500			0	1 000	1 000	71600 - Travel*	UNDP		1. Information and visibility materials of the project prepared, printed/published and disseminated among different stakeholders and target groups at meetings of experts/meetings and other events. 2. Publishing of the Seventh National Communication and the Third Biennial Report, information and visibility materials for dissemination on the seminar to review the draft of the Seventh National Communication to be implemented in 2020.
		5.5	Audit, spot-check, translation	spot-check	1	3000			0	3 000	3 000	74200 - Audio Visual&Print Prod Costs	
contract	2			500			0	1 000	1 000	74100 - Professional services*	UNDP	1. Spot-check of the project implementation by the State Enterprise "Ecologyinvest" under HACT modality is conducted by the third party service provider. 2. Information materials and documents translated when needed, interpretation provided when needed.	
5.6	Project management of Outcome 5	pers/month	5	328-540			3 308	5 454	8 762	74220 - Translation costs	State Enterprise "Ecologyinvest"		Project staff works in accordance with Project Document, Annual Detailed Work Plan 2019 and Outcome 5 activities are implemented without substantial delay (20% Project Manager, 20% Financial and Administrative Assistant, 20% Chief Technical Advisor, 60% Event & Communication Manager).

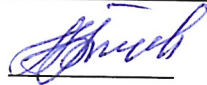
TOTAL OUTCOME 5:										
Total Outcome 5, UNDP Country Office Support Services for Project Implementation										
Total Outcomes 5, Direct Payment										
Total Outcome 5, Direct Cash Transfer										
						3 308	12 204	15 512		
						0	3 250	3 250		
						0	1 000	1 000		
						3 308	8 954	12 262		

Project management

1	Project management unit	pers/month	5	1312-2000			5 312	9 936	15 248	62000/10003 GEF	71810 - Contractor services - individuals-long term	State Enterprise "Ecologyinvest"	Project staff works in accordance with Project Document, Annual Detailed Work Plan 2019 and Outcomes activities are implemented without substantial delay (80% Project Manager, 80% Financial and Administrative Assistant).
2	Technical services and maintenance of equipment for PMU office	contract	1	134			0	134	134		73400 - Equipment services		
3	Stationery, supplies for PMU office	contract	2	600			200	1 000	1 200		72500 - Supplies		
4	IT-equipment for PMU office	units	10	80-1000			0	3 600	3 600		72400 - Communic&Audio Visual Equip		
5	Direct project services cost	letter of agreement	1	2500			500	2 000	2 500		74596/64397-Services to projects - CO staff and GOE for CO*		

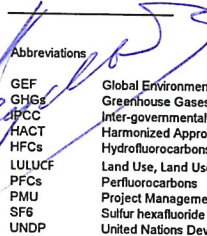
TOTAL PROJECT MANAGEMENT					6 012	16 670	22 682				
Total Project Management, UNDP Country Office Support Services for Project Implementation					500	2 000	2 500				
Total Project Management, Direct Payment					0	0	0				
Total Project Management, Direct Cash Transfer					5 512	14 670	20 182				
TOTAL PROJECT					23 840	313 249	337 089				
Total Project, UNDP Country Office Support services for project implementation					500	20 250	20 750				
Total Project, Direct Payment					0	15 000	15 000				
Total Project, Direct Cash Transfer					23 340	277 999	301 339				

Project Manager
UNDP Programme Officer



22.08.2019

Date



23 Aug 2019

Date

Abbreviations

GEF Global Environment Facility
 GHGs Greenhouse Gases
 IPCC Inter-governmental Panel on Climate Change
 HACT Harmonized Approach to Cash Transfers
 HFCs Hydrofluorocarbons
 LULUCF Land Use, Land Use Change and Forestry
 PFCs Perfluorocarbons
 PMU Project Management Unit
 SF6 Sulfur hexafluoride
 UNDP United Nations Development Programme

* UNDP Country Office Support services for project implementation
 ** Direct payments