



**UNDP Project Document
(UNDP-GEF Enabling Activities Project)**

Government of Malaysia

United Nations Development Programme

**Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety
(MAL/03/G31)**

The objective of this project is to help consolidate Malaysia's national capacity for the implementation of the Cartagena Protocol on Biosafety. As a signatory to the Cartagena Protocol, Malaysia has drafted a Biosafety Bill. The project will address the capacity building needs of Malaysia to enable the country to implement her National Biosafety Act, after the Biosafety Bill is enacted in Parliament. Specifically, the project will develop national capacities in biosafety required to carry out risk assessments with appropriate scientific and technical skills; implement necessary activities for risk management; evaluate and strengthen the legal and regulatory frameworks and develop infrastructure for information exchange and data management, as well as achieve broad social participation in biosafety matters. The development of national capacities in these areas will consolidate the national framework for biosafety management, with lasting impact on Malaysia's vision to utilize biotechnology for sustainable development and economic growth.

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Acronyms

AIA	Advanced Informed Agreement
BCC	Biotechnology Cooperative Centre
BCH	Biosafety Clearing-House
CBD	Convention on Biological Diversity
CCF	Country Cooperation Framework
CDR	Combined Delivery Report
CP	Cartagena Protocol
DG	Director General
DOA	Department of Agriculture
DOE	Department of Environment
EPU	Economic Planning Unit
FRIM	Forest Research Institute of Malaysia
GDP	Gross Domestic Product
GEF	Global Environment Facility
GMAC	Genetic Modification Advisory Committee
GMF	Genetically Modified Food
GMO	Genetically Modified Organism
GoM	Government of Malaysia
IBC	Institutional Biosafety Committee
IMR	Institute for Medical Research
IPR	Intellectual Property Right
ISAAA	International Service for the Acquisition of Agri-biotech Applications
IT	Information Technology
LMO	Living Modified Organism
MRB	Malaysian Rubber Board
MABIC	Malaysian Biotechnology Information Centre
MARDI	Malaysian Agricultural Research & Development Institute
MOH	Ministry of Health
MOSTI	Ministry of Science, Technology and Innovation
MPOB	Malaysian Palm Oil Board
MTA	Material Transfer Agreement
NAP3	Third National Agricultural Policy
NBB	National Biosafety Board
NBBnet	National Biotechnology Network
NGO	Non Governmental Organisation
NPBD	National Policy on Biological Diversity
NPC	National Project Coordinator
NRE	Ministry of Natural Resources and Environment
NSC	National Steering Committee
PSC	Public Services Commission
RA	Risk Assessment
R & D	Research and Development
RM	Risk Management
SBAA	Standard Basic Assistance Agreement
SBC	Sarawak Biodiversity Centre
STS	Support for Technical Services
TOR	Terms of Reference
TWN	Third World Network
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNIDO	United Nations Industrial Development Organisation

SECTION I : Elaboration of the Narrative

PART I: Situation Analysis

The Government of Malaysia (GoM) has identified biotechnology as one of the new income sources of the nation. Under the 3rd National Agriculture Policy for 1998-2010 (NAP3), biotechnology was identified as one of the five core technologies to transform the country into a highly industrialized nation by 2020. The National Biotechnology Policy was launched in April 2005. With increasing emphasis on biotechnology, the GoM in 1997 demonstrated its commitment to biosafety by producing a set of voluntary National Guidelines for the Release of Genetically Modified Organisms (GMOs) into the Environment. This was followed with the drafting of a Biosafety Bill. After Malaysia signed the Cartagena Protocol on Biosafety (CP) on 24 May 2000, the Biosafety Bill was re-drafted to harmonize with the CP. Malaysia ratified the CP on September 2003. The Biosafety Bill is expected to be read in the September 2005 sitting of the Malaysian Parliament. Under the Bill, NRE is to establish a National Biosafety Board (NBB) as the national focal point on biosafety. More than 35 staff will be recruited to NBB to help implement and enforce the Biosafety Act. The only activity towards the implementation of the Biosafety Act is the establishment of a GMO Testing Laboratory in the Chemistry Department under MOSTI and another under the Ministry of Health (MOH). This facility was established to meet the needs for GMO detection, quantification and labelling as required under Draft Proposed Regulation on GMO Food. NRE and other government agencies are ill equipped to successfully implement the Biosafety Act as there are insufficient capacities in risk assessment and risk management, administrative and regulatory implementation. Additionally, little attention seems to have been given to the study of the socio-economic impacts of risks and the potential adverse effects on biotechnology on the environment. The project will help Malaysia build capacity to undertake these tasks as well as to build channels for information dissemination and public participation. For effective implementation of the Biosafety Act, and to fulfill the obligations under the CP for transboundary movement of GMOs, customs officials must have full knowledge of the LMOs that will be crossing the country's national boundaries. This will again require capacity building in LMO detection among these enforcement officers.

Though the Project Brief for this *Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety* in Malaysia was approved in 2002, the preparation and finalization of this Project Document was delayed because the tabling of the Biosafety Bill to the Malaysian Cabinet was delayed as the inter-ministerial consultation on the Bill took more time than expected. The inter-ministerial consultations, an integral component in the process of drafting a piece of legislation on a subject matter which is new and cross-sectoral in nature had to be done effectively with full participation of all relevant ministries. Moreover, in 2004 a cabinet reshuffle saw some delay in finalizing the Project Document as the former Ministry of Science, Technology and the Environment was split into two separate ministries i.e. Ministry of Science, Technology and Innovations and Ministry of Natural Resources and Environment which will be the executing agency of this project.

PART II: Strategy

Because the GoM is directing its resources to the areas of biotechnology development and public communication, this basically means that skills in areas such as risk assessment, which is essential for importing countries to be able to make informed decisions under the Advanced Informed Agreement (AIA) procedure under the CP, would not be well developed. Furthermore, without external assistance, capacity in risk management would be overlooked. Malaysia would not be able to effectively manage risks to the conservation and sustainable use of biodiversity within her territory. A Global Environment Facility (GEF) intervention would complement baseline activities in Malaysia by ensuring that key required capacities for implementation of the CP would be developed. This project is perfectly in line with the GEF strategy on biosafety. The main activities of this project are to support Malaysia to establish legal and regulatory framework that permits the effective evaluation (Component 1), enhance scientific, socio-economic and institutional capacities for risk assessment (Component 2), increase capacity for developing and implementing a risk management programme (Component 3), develop capacity for long-term regime building maintenance (Component 4), develop institutional coordination and sharing of information (Component 5), raise public awareness relative to the transboundary movement of LMOs and promote participation of stakeholders (Component 6). GEF resources will cover the following activities;

- i) cross-project learning with the other UNDP and UNEP capacity building demonstration projects by NBB staff;
- ii) short courses for lawmakers and policy decision makers in order that these key personnel can integrate the obligations under the Biosafety Act into the existing legal framework and put in place mechanisms to strengthen the coordination of the existing implementation and monitoring capacity of different government agencies;
- iii) support and implementation of training activities to the representative of different ministries and the Customs Board in the field of LMOs identification, AIA procedures and RM;
- iv) producing those manuals for private companies, which detail their obligations under the Biosafety Act;
- v) building scientific capacity to monitor longer-term impacts on environment, human health and biodiversity through a risk management programme;
- vi) setting up a biosafety portal and maintaining the database for increasing public awareness and wider participation. It is to be linked to the Biosafety Clearing House containing the information required by the CP; and
- vii) complementing the Government efforts in preparing educational materials.

Expected impacts from implementing this project will include:

- the management capacity at national level will be enhanced
- risk management regime will be implemented
- laws and regulations under the Biosafety Act will be more effectively enforced
- coordination between different enforcement agencies will be improved
- cooperation and partnerships between public and private sectors and civil society will be developed
- the capacity to implement focused research in biosafety will be enhanced
- risk assessment and the capacity to enforce a national risk management programme will be increased
- awareness and understanding on biosafety issues among government officials and policy makers will be increased.

All these results conduce to successful replication of the project and its sustainability.

PART III : Management Arrangements

Government of Malaysia

The National Steering Committee

The National Steering Committee (NSC) will review the programme on a quarterly basis. Also, each member of the NSC is expected to promote awareness of the project as well as biosafety issues in general within his/her agency; and facilitate consultations within their agency's jurisdiction. The TOR for NSC is attached under **ANNEX 1**. The NSC will be chaired by the Secretary-General, Ministry of Natural Resources and Environment.

National Executing Agency

The NRE will take charge of implementing the project, adhering to UNDP rules and procedures for national execution. Its responsibilities include; -

- Managing the resources allocated to the project to achieve the expected results and planning financial disbursements, in accordance with the work plan, and the project document;
- Maintaining an up-to-date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting; and
- Recording the receipt and disbursement of UNDP funds and verifying that disbursements do not exceed the available funds or the amount allocated to each approved budgetary category;

In addition to the above, NRE will provide the following in-kind contribution:

- The National Project Director, whose terms of reference (TOR) is provided in **ANNEX 2**;
- A Project Coordination Committee, with TOR as provided in **ANNEX 3**;
- Appropriate officers to be attached as counterparts to the consultants;
- Office facilities for consultants;
- Access to all relevant data and information required to undertake the study;
- Use of office support facilities (e.g. computers, fax, stationery, photostat machine, telephone, local transport), and secretarial support; and
- Facilities for convening meetings.

Project Coordination Committee

A Project Coordination Committee (PCC) will be created and supported within NRE to provide transparency and accountability in the implementation of the project. The Director General (DG) of the National Biosafety Board (NBB) of the Ministry of Natural Resources and Environment (NRE), in his/her capacity as National Project Director (NPD), will chair the PCC. The NPD will act as the Secretary to the NSC. The PCC shall meet at least once every quarterly, and as and when the need arises.

Project Team

A Project Team will be created under NRE to administer the project. The unit will take charge of overall project management and co-ordination among different agencies. The Team will prepare work plans, budgets, and TOR for sub-contractors and consultants, and will be responsible for maintaining financial accounts and records according to UNDP guidelines for nationally executed projects. The

Project Team will comprise one National Project Coordinator (NPC) and a Project Assistant (PA) whose TORs are attached as **ANNEX 4** and **ANNEX 5**, respectively.

UNDP

UNDP Resident Representative ensures that the UNDP country office has an internal control system that allows it to monitor effectively the financial activity of the project and to support and monitor the progress towards achieving results. UNDP Malaysia may assist with direct payments to other parties for goods and services provided to the project. In this connection, the government executing/implementing agency will forward to the UNDP a standard form “Request for direct payment”, duly completed and signed. In addition, UNDP Malaysia may provide the following services, as per the letter of agreement with GoM:

- (a) Identification and recruitment of project personnel;
- (b) Identification of training activities and assistance in carrying them out; and
- (c) Procurement of goods and services.

UNDP Malaysia will submit the Combined Delivery Report (CDR) to NRE on a quarterly basis. The report records all disbursements made under the project for verification and certification. The CDR should be returned to the UNDP Malaysia office within 30 days of receipt.

In order to accord proper acknowledgement to GEF for providing funding, a GEF logo should appear on all relevant GEF project publications, including among others, project hardware and vehicles purchased with GEF funds. Any citation on publications regarding projects funded by GEF should also accord proper acknowledgment to GEF. The UNDP logo should be more prominent -- and separated from the GEF logo if possible, as UN visibility is important for security purposes.

PART IV : Monitoring and Evaluation Plan and Budget

Monitoring and Evaluation Plan

The standard monitoring and evaluation procedures required for UNDP/GEF projects are listed below.

<ul style="list-style-type: none">• Tripartite Review (TPR) Frequency: ad hoc Participants: NRE, EPU, NPC of the Project Team, UNDP Malaysia, GEF. Comments: A policy-level meeting. Its aim is to assess the progress of the project and to take decisions on recommendations to improve the design and implementation of the project in order to achieve the expected results. In exceptional circumstances, there may be more than one TPR during a year.
<ul style="list-style-type: none">• Annual Project Report and Project Implementation Review (APR/PIR) Frequency: annually Prepared by : PSU Comments: The APR/PIR is used as an input to the TPR and must be ready two weeks prior to the TPR meeting. It may be completed and submitted via UNDP-Malaysia to the UNDP/GEF Regional Coordinator at any time, so long as it covers the July-June GEF reporting period. Normally it is submitted to the Regional Coordinator when it is prepared for the TPR. The Project Leader presents the report at the TPR meeting.

<ul style="list-style-type: none"> • Quarterly Operational Report (QoR) Frequency: quarterly Prepared by : NPD Comments: 100-word summary of the project’s substantive and technical progress towards achieving its objectives. The summaries are reviewed and cleared by UNDP Malaysia before being sent to the UNDP/GEF Regional Coordinator.
<ul style="list-style-type: none"> • Budget Revision Frequency: Annually Prepared by : Project Coordinator Comments: An annual revision is mandatory and must be completed by 10 June. This is to reflect the final expenditures for the preceding year and to enable the preparation of a realistic plan for the provision of inputs for the current year. It needs to be approved by the Resident Representative or Officer-in Charge. Other budget revisions may be undertaken as necessary during the course of the project. It is expected that material revisions will be cleared with the UNDP/GEF Regional Coordinator for consistency with the GEF principle of incrementality and GEF eligibility criteria before being approved. Another mandatory revision is done in October.
<ul style="list-style-type: none"> • Mid-term and Final Independent Evaluations Frequency: Twice Prepared by : An independent evaluation team Comments: Both evaluations are undertaken in accordance with UNDP procedures and specific GEF requirements. TOR will be developed by UNDP Malaysia with input from UNDP/GEF, the PSU and the executing agency. It focuses on relevance, performance (effectiveness, efficiency and timelines), issues requiring decisions and actions, initial lessons learnt about project design, implementation and management as well as identifies early signs of potential impact and sustainability of results. Mid-term evaluation will be done on the 18th month of the project and the Final Evaluations will be done two months before the end of the project.
<ul style="list-style-type: none"> • Status Report Frequency: upon request of the NSC Prepared by : NPD Comments: Status reports prepared at the request of the NSC for presentation at key meeting associated with the Project.

Monitoring and Evaluation Budget

USD20,000 has been budgeted for both mid-term and final evaluation. The budget is for 5 working days for one international consultant and one local consultant.

Auditing

As with all nationally executed projects, the project must be audited periodically. The objective of the audit is to provide the UNDP Administrator with the assurances that UNDP resources are being managed in accordance with; -

- a) The financial regulations, rules, practices and procedures prescribed for the project;

- b) The project document and work plans, including activities, management and the project implementation arrangements, monitoring, evaluation, and reporting provisions; and
- c) The requirements for execution in the areas of management, administration and finance.

While the GoM is responsible for ensuring that the audit requirements are met, the project may be subject to audit by the auditors of UNDP Malaysia, and they shall have right of access to the relevant records. The auditors for the project will be appointed as directed by the NSC. The GoM must ensure that the audit is performed in accordance with the generally accepted standards and ensure that

PART IV: Legal Context

This project document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto. The Supplemental Provisions to the Project Document is a standard annex to project documents that is used in countries which are not parties to the Standard Basic Assistance Agreement (SBAA). The Supplemental Provisions outlines the specific basic conditions under which UNDP assists the Government in carrying its development programmes. It specifies the UNDP privileges and immunities, the forms of assistance, the management arrangements, the role of the Government and the executing agency, resources, costs and general provisions. The host country-implementing agency shall for the purpose of the Supplemental Provisions to the Project Document, refer to the Government Cooperating agency described in the Supplemental Provisions.

The UNDP Resident Representative in Malaysia is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision of, or addition to, any of the annexes to the Project Document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document

The Government auditors, i.e. the Auditor-General's Office, will conduct the audit. The Government must ensure that the audit is performed in accordance with generally accepted standards and ensure that the audit report is duly reviewed and will reach UNDP Headquarters via the UNDP Malaysia office by 30 April of each year.

SECTION II : STRATEGIC RESULTS FRAMEWORK

Intended Outcome as stated in the Country Results Framework			
Global Environment concerns and commitments integrated in national development planning and policy			
Outcome indicator: The objectives and targets of the national strategy /plan/programme for biodiversity integrated into national development planning and policy framework			
Baseline: Malaysia is a signatory to the UN CBD and the CP			
End target: Built capacity to implement CP; especially immediately built capacity to assess and manage risks associated with the transboundary movement of LMOs			
Partnership Strategy			
The executing agency is MNRE. UNIDO and UNEP are coordinating with UNDP in implementing the project.			
Project title and number			
MAL/03/G31: Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety			
<u>Intended Outputs</u>	<u>Output Targets</u>	<u>Indicative Activities</u>	<u>Inputs</u>
1. Effectively implemented legal framework on biosafety	1.1 Consultative Workshops on the administration and implementation of the Malaysian Biosafety Act for all stakeholders organized. About 150 participants from the public and private biotechnology sectors, academia, researchers, regulators, policy makers and NGOs invited.	1.1.1 Organize a series of consultative workshops to: <ul style="list-style-type: none"> • Review proposed application forms for release of LMOs • Identify products to be exempted from AIA and approval regimes • Review the utility of the “User Guide to making an application” for a user-friendly application process. 	<ul style="list-style-type: none"> • Workshop cost • An international consultant cost
	1.2 A “training the trainers” workshop for 50 enforcement officers from different ministries and the	1.2.1 Organise a special workshop for enforcement officers to acquire basic knowledge in:	<ul style="list-style-type: none"> • Workshop cost • An international consultant cost

	<p>Customs Board to regulate import of LMOs at points of entry into the country organized.</p> <p>1.3 Workshop on handling applications for 20 including GMAC members and other regulators organized.</p> <p>1.4 Study tours of GMAC members, (in groups of 2-3) to various foreign countries which have an established biosafety institutional and administrative structure undertaken.</p> <p>1.5 Cross project learning study tours and international meetings on biosafety related issues attended by policy makers, lawmakers and regulators.</p>	<ul style="list-style-type: none"> • LMO identification • AIA procedures • Risk management <p>1.3.1 Organize “Hands-on” workshop on handling requests and applications for release of LMOs, using real dossiers and administered under the new Malaysian Biosafety Act.</p> <p>1.4.1 GMAC members to visit similar biosafety regulatory bodies to:</p> <ul style="list-style-type: none"> • Learn the implementation of their biosafety framework • Be updated on best practices in biosafety • Share experience with counterparts abroad <p>1.5.1 Key policy makers, lawmakers and regulators to attend international meetings and study tours on biosafety to:</p> <ul style="list-style-type: none"> • Be familiar with international best practices • Cross-project learning with other UNDP and UNEP capacity building projects by NBB staff. 	<ul style="list-style-type: none"> • Workshop cost • An international consultant cost <p>• Study tour cost</p> <ul style="list-style-type: none"> • NRE and NBB will identify relevant meetings • Mission cost
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<p>2. Enhanced scientific, socio-economic and institutional capacities for risk assessment</p>	<p>2.1 Technical training workshops for 120 scientists, regulators and scientists & technicians from the GMO Detection Laboratory organized.</p> <p>2.2 Workshop on long-term monitoring for 60 scientists, sociologists, environmentalists, regulators, private industry and NGOs to evaluate the impact of the release of LMOs into the environment organized.</p> <p>2.3 Technical workshop on preparation of dossiers for field release of LMOs for 60 scientists and academicians from R&D institutions and universities organized.</p> <p>2.4 Specialized training in quantitative detection of GMO and products for all 15 scientists & technicians from the GMO Laboratory organized.</p>	<p>2.1.1 Organize a series of workshops for:</p> <ul style="list-style-type: none"> • GMO & products detection • Food & feed safety assessment • Risk assessment • Risk management <p>2.2 .1 Organize a workshop for:</p> <ul style="list-style-type: none"> • Monitoring, reviewing and reporting of effectiveness of risk management • Assessment methods • Long term impact analysis • Cost benefit analysis <p>2.3.1 Organize a workshop on preparation of dossiers for field release application:</p> <ul style="list-style-type: none"> • Biology of parental organism • Intended use • Receiving environment <p>2.4.1 Organize training for 15 scientists and technicians from the GMO Lab. for:</p> <ul style="list-style-type: none"> • Quantitative measurement for the presence of GMO & products in food, feed and others. • Up-grading skills and 	<ul style="list-style-type: none"> • Workshop cost • International consultants cost <ul style="list-style-type: none"> • Workshop cost • International consultants cost (three UNIDO experts for cost benefit analysis, Environment Impact Assessment (EIA) and risk assessment) <ul style="list-style-type: none"> • Workshop cost • An international consultant cost <ul style="list-style-type: none"> • Training cost (for GMO detection locally as well abroad)
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	<p>2.5 Technical workshop on food safety assessment of GMF for 60 food scientists, Health officials, regulators and academicians from R&D institutions and universities organized.</p> <p>2.6 Technical workshop on feed safety assessment of GMF for 60 food scientists, Health officials, regulators and academicians from R&D institutions and universities organized.</p>	<p>techniques</p> <p>2.5.1 Organize a workshop on:</p> <ul style="list-style-type: none"> • Food safety assessment methods • Validation of safety data • Long term impact analysis. <p>2.6.1 Organize a workshop on:</p> <ul style="list-style-type: none"> • Feed safety assessment methods • Validation of safety data • Long term impact analysis. 	<ul style="list-style-type: none"> • Workshop cost • An international consultant cost <ul style="list-style-type: none"> • Workshop cost • An international consultant cost
<p>3. Increased capacity for developing and implementing a risk management programme</p>	<p>3.1 Technical training workshops for 120 researchers, academicians and regulators on risk management of GM crop plants (annuals) organized.</p> <p>3.2 Technical training workshops for 120 researchers, academicians and regulators on risk management of GM microbes, fish and animals organized.</p>	<p>3.1.1 Organize a series of workshops for:</p> <ul style="list-style-type: none"> • Risk identification • Risk evaluation • Risk mitigation • Emergency response plan • Post release Monitoring • Post release land use <p>3.2.1 Organize a series of workshops for:</p> <ul style="list-style-type: none"> • Risk identification • Risk evaluation • Risk mitigation • Emergency response plan 	<ul style="list-style-type: none"> • Workshop cost • An international consultant cost <ul style="list-style-type: none"> • Workshop cost • An international consultant cost

	<p>3.3 Technical training workshops for 120 researchers, academicians and regulators on risk management of GM trees (perennials) organized.</p> <p>3.4 Technical training workshops for 120 researchers, academicians and regulators on risk management of GM plants used for bio-pharming organized.</p>	<ul style="list-style-type: none"> • Post release Monitoring <p>3.3.1 Organize a series of workshops for:</p> <ul style="list-style-type: none"> • Risk identification • Risk evaluation • Risk mitigation • Emergency response plan • Post release Monitoring <p>3.4.1 Organize a series of workshops for:</p> <ul style="list-style-type: none"> • Risk identification • Risk evaluation • Risk mitigation • Emergency response plan • Post release Monitoring 	<ul style="list-style-type: none"> • Workshop cost • An international consultant cost <ul style="list-style-type: none"> • Workshop cost • An international consultant cost
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<p>4 Developed capacity for long-term operation and maintenance</p>	<p>4.1 Fifteen scientists and technicians to operate the GMO Laboratory recruited and trained.</p> <p>4.2 Visit by 2 senior scientists to centers of excellence for GMO detection outside the country to learn about the required hard- and softwares viz. their utility, robustness and cost effectiveness, prior to their purchase undertaken.</p> <p>4.3 Workshop on long-term enforcement of food and feed safety for 60 enforcement officers, food scientists, food manufacturers and NGOs organized.</p> <p>4.4 Technical visit by 2 NBB officials to meet counterparts in other National Competent Authorities abroad carried out.</p>	<p>4.1.1 “Hands-on” training for scientists and staff in:</p> <ul style="list-style-type: none"> • Basic molecular biology techniques • Access and utilization of molecular biology software, databases, etc. for primer design • GMO handling & preparation for analysis • Records and reporting procedures <p>4.2.1 Purchase of equipment and software for the GMO Lab.</p> <p>4.3.1 Organize a workshop on:</p> <ul style="list-style-type: none"> • Monitoring procedures for food and feed safety • Sampling for food and feed safety assessment, • Recording and reporting procedures <p>4.4.1 Technical visit by 2 NBB officials to meet counterparts in other National Competent Authorities abroad to share experience on the implementation of the</p>	<ul style="list-style-type: none"> • NRE, NBB and an Training cost • An international consultant cost <ul style="list-style-type: none"> • Mission cost (for fact-finding) <ul style="list-style-type: none"> • NRE, NBB and an Training cost • An international consultant cost <ul style="list-style-type: none"> • NRE and NBB will organize the visit. • Training and travel cost
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	<p>4.5 Workshop for 50 Legal Advisors from relevant Ministries and Principle Inverstigators from research institutes and universities on IPR, international obligations and other the legal matters organized.</p>	<p>Biosafety Act and to revise regulations under the Act, if necessary.</p> <p>4.5.1 Training workshop to discuss:</p> <ul style="list-style-type: none"> • IPR, MTA and other legal instruments for R&D and commercialization of biotechnology products. • Legal aspects in the operation of the NBF 	<ul style="list-style-type: none"> • NRE, NBB and an Training cost • An international consultant cost
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<p>5. Improved information sharing and coordination between institutions and agencies</p>	<p>5.1 Workshop for 60 senior officers from government agencies, enforcement agencies and policy makers on the implementation and enforcement of the new Biosafety Act organized.</p> <p>5.2 Database which is linked to the BCH and other national government agencies, R&D institutions and the national biotechnology network (NBBnet) constructed and maintained</p> <p>5.3 Twenty officers from different enforcement agencies on data management trained</p> <p>5.4 Workshop to share information from long-term monitoring results including cost-benefit analysis of releases of LMOs, for 60 scientists, sociologists, regulators, environmentalists, relevant govt. agencies, private industry and NGOs organized.</p>	<p>5.1.1 Workshop to inform collaborating government agencies on the need for their assistance in order to implement and administrate the Biosafety Act.</p> <p>5.2.1 Training of Information Technology (IT) specialist to:</p> <ul style="list-style-type: none"> • Set up and maintain database • Link database to BCH <p>5.3.1 Training of IT specialists to:</p> <ul style="list-style-type: none"> • Set up and maintain individual database • Link these databases to NBB database <p>5.4.1 Workshop on to share information on:</p> <ul style="list-style-type: none"> • cost-benefit analysis • ecological impact studies of environmental releases of LMOs 	<p>NRE and NBB will organize the workshop</p> <ul style="list-style-type: none"> • An international consultant cost (from UNIDO for training IT specialists) • An international consultant cost (from UNIDO for training IT specialists) • An international consultant (from UNIDO) cost
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<p>6. Increased public awareness on biotechnology and biosafety</p>	<p>6.1 Website for NBB as a channel for public communication and participation constructed.</p> <p>6.2 Training workshop on risk communication to 120 policy makers, enforcement officers, media personnel, NGOs and the public organized</p> <p>6.3 Consumer education and public awareness (CEPA) programmes for all stakeholders conducted.</p> <p>6.4 Stakeholders dialogue and feedback for 150 participants from industry, R&D institutes, universities, farmer groups, NGOs, etc. carried out</p>	<p>6.1.1 Training for IT specialist on biosafety issues and identifying information to be included in website without breach of confidential business information (CBI).</p> <p>6.2.1 Organize a workshop on explaining science to the public, to increase awareness on biosafety issues and Malaysia's international obligations</p> <p>6.3.1 Produce education kits, flyers, posters, documentary films for different target groups.</p> <p>6.4.1 Organize a series of dialogue sessions with industry, R&D institutes, universities, farmer groups, NGOs to promote better understanding on biosafety and biotechnology matters</p>	<ul style="list-style-type: none"> • NRE, NBB and workshop cost • An international consultant (from UNIDO) cost • Workshop cost • An international consultant cost • NRE and NBB prepare the materials in collaboration with professional media and promotional experts • National consultant cost (promotional experts) • Workshop cost
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SECTION III : Total Budget and Workplan

Part I: Total Project Workplan and Budget under GEF Financing

TOTAL PROJECT WORKPLAN AND BUDGET										
Award ID: tbd										
Project Title: Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety (MAL/03/G31)										
	GEF Outcome/Atlas Activity	Responsible Party	Source of Funds	Atlas Code	ERP/ATLAS Budget Description/ Input	Amount (USD) Year 1	Amount (USD) Year 2	Amount (USD) Year 3	Total (USD)	Total (USD)
0	Project Management and Monitoring and Evaluation	Ministry of Natural Resources and Environment	GEF	71300	Local consultants	60,000	60,000	60,000	180,000	
				71200	International Consultants		10,000	10,000	20,000	
				75100	Facilities and Administration	9,000	9,000	9,000	27,000	
					Sub-total	69,000	79,000	79,000	227,000	
1	Effectively implemented legal framework on biosafety	Ministry of Natural Resources and Environment	GEF	71200	International consultants	27,700			27,700	
				71600	Travel (study tours)		18,950	16,025	34,975	
				72100	Contractual Services-Companies	7,000	7,000	7,000	21,000	
				74500	Miscellaneous Expenses	1,900	1,900	1,900	5,700	
					Sub-total	36,600	27,850	24,925	89,375	
2	Enhanced scientific, socio-economic and institutional capacities for risk assessment	Ministry of Natural Resources and Environment	GEF	71200	International Consultants	30,505			30,505	
				72100	Contractual Services-Companies	20,000	20,000	20,000	60,000	
				74500	Miscellaneous Expenses	5,000	5,000	5,000	15,000	
					Sub-total	55,505	25,000	25,000	105,505	
3	Increased capacity for developing and implementing a risk management programme	Ministry of Natural Resources and Environment	GEF	71300	Local Consultants	50,000	20,000	30,000	100,000	
				72100	Contractual Services-Companies	30,000	25,000	40,000	95,000	
				74500	Miscellaneous Expenses	4,500	4,500	4,500	13,500	
					Sub-total	84,500	49,500	74,500	208,500	

TOTAL PROJECT WORKPLAN AND BUDGET										
Award ID: tbd										
Project Title: Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety (MAL/03/G31)										
	GEF Outcome/Atlas Activity	Responsible Party	Source of Funds	Atlas Code	ERP/ATLAS Budget Description/ Input	Amount (USD) Year 1	Amount (USD) Year 2	Amount (USD) Year 3	Total (USD)	Total (USD)
4	Developed capacity for long term operation and maintenance	Ministry of Natural Resources and Environment	GEF	71200	International Consultants			20,000	20,000	
				71300	Local Consultants	8,000	16,000	11,700	35,700	
				72200	Equipment	50,000			50,000	
				72100	Contractual Services-Companies	15,000	15,000	15,000	45,000	
				74500	Miscellaneous Expenses	5,000	5,000	5,000	15,000	
					Sub-total	78,000	36,000	51,700	165,700	
5	Improved information sharing and coordination between institutions and agencies	Ministry of Natural Resources and Environment	GEF	71200	International Consultants	11,700	9,700	9,700	31,100	
				72200	Equipment	10,000			10,000	
				74500	Miscellaneous Expenses	5,500	3,500	5,500	14,500	
					Sub-total	27,200	13,200	15,200	55,600	
6	Increased public awareness on biotechnology and biosafety	Ministry of Natural Resources and Environment	GEF	71300	Local Consultants	10,000	10,000	7,000	27,000	
				72100	Contractual Services-Companies	11,000			11,000	
				74500	Miscellaneous Expenses	5,700	1,000	1,000	7,700	
				74200	Audio Visual & Print Prod. Cost	7,000	7,000		14,000	
					Sub-total	33,700	18,000	8,000	59,700	
GRAND TOTAL									911,380	

Part II: Total Project Workplan and Budget under Other Co-financing sources

TOTAL PROJECT WORKPLAN AND BUDGET										
Award ID: tbd										
Project Title: Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety (MAL/03/G31)										
	GEF Outcome/Atlas Activity	Responsible Party	Source of Funds	Atlas Code	ERP/ATLAS Budget Description/ Input	Amount (USD) Year 1	Amount (USD) Year 2	Amount (USD) Year 3	Total (USD)	Total (USD)
0	Project Management and Monitoring and Evaluation	Ministry of Natural Resources and Environment	GOM	75100	Facilities and Administration	22,000.00			22,000.00	
					Sub-total	22,000.00			22,000.00	
1	Effectively implemented legal framework on biosafety	Ministry of Natural Resources and Environment	GOM	71600	Travel (study tours)	227,630.00	227,630.00	227,630.00	682,890.00	
					Sub-total	227,630.00	227,630.00	227,630.00	682,890.00	
2	Enhanced scientific, socio-economic and institutional capacities for risk assessment	Ministry of Natural Resources and Environment	GOM	71300	Local Consultants	41,390.00	41,390.00	41,390.00	124,170.00	
				72200	Equipment	822,281.60	397,878.40	79,576.00	1,299,736.00	
					Sub-total	863,671.60	439,268.40	120,966.00	1,423,906.00	
3	Increased capacity for developing and implementing a risk management programme	Ministry of Natural Resources and Environment	GOM	71300	Local Consultants	362,550.00	362,550.00	362,550.00	1,087,650.00	
					Sub-total	362,550.00	362,550.00	362,550.00	1,087,650.00	

TOTAL PROJECT WORKPLAN AND BUDGET										
Award ID: tbd										
Project Title: Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety (MAL/03/G31)										
	GEF Outcome/Atlas Activity	Responsible Party	Source of Funds	Atlas Code	ERP/ATLAS Budget Description/ Input	Amount (USD) Year 1	Amount (USD) Year 2	Amount (USD) Year 3	Total (USD)	Total (USD)
4	Developed capacity for long term operation and maintenance	Ministry of Natural Resources and Environment	GOM	71300	Local Consultants	56,000.00	56,000.00	56,000.00	168,000.00	
					Sub-total	56,000.00	56,000.00	56,000.00	168,000.00	
5	Improved information sharing and coordination between institutions and agencies	Ministry of Natural Resources and Environment	GOM	71300	Local Consultants	24,000.00	24,000.00	24,000.00	72,000.00	
					Sub-total	24,000.00	24,000.00	24,000.00	72,000.00	
6	Increased public awareness on biotechnology and biosafety	Ministry of Natural Resources and Environment	GOM	71300	Local Consultants	68,419.00	68,419.00	68,419.00	205,257.00	
				72100	Contractual Services-Companies	203,824.00	203,824.00	203,824.00	611,472.00	
				74500	Miscellaneous Expenses (Workshops)	10,000.00	10,000.00	10,000.00	30,000.00	
					Sub-total	282,243.00	282,243.00	282,243.00	846,729.00	
GRAND TOTAL									4,303,175.00	

Summary of Funds:				
	Year 1	Year 2	Year 3	Total
GEF (cash)	384,505.000	238,550.000	288,325.000	911,380.000
GOM (in-kind)	1,838,094.000	1,029,141.400	1,073,389.000	4,303,175.000
Total	2,222,599.000	1,630,241.400	1,361,714.000	5,214,555.000

SECTION IV : ADDITIONAL INFORMATION

PART I :

1. Approved EA proposal

Approved Project Brief, **ANNEX 7**.

2. Other agreements

Letter of commitment from NRE, **ANNEX 6**.

PART II : Terms of References for key project staff and main sub-contracts

1. National Project Director, **ANNEX 2**;
2. A Project Coordination Committee, **ANNEX 3**;
3. National Project Coordinator (NPC), **ANNEX 4** and;
4. Project Assistant (PA), **ANNEX 5**

SIGNATURE PAGE

Country: **MALAYSIA**

UNDAF Outcome(s)/Indicator(s):
(Link to UNDAF outcome., If no UNDAF, leave blank)

Expected Outcome(s)/Indicator (s):
(CP outcomes linked t the SRF/MYFF goal and service line)

Outcome 8: Environmental and energy sustainability objectives integrated in macroeconomic and sector policies
Outcome 10: Global environment concerns and commitment integrated into national development planning and policy

Expected Output(s)/Indicator(s):
(CP outcomes linked t the SRF/MYFF goal and service line)

Goal 3: Energy and Environment for Sustainable Development
SL 3.5L Conservation and sustainable use of biodiversity

Implementing partner:
(Designated institution/Executing agency)

Ministry of Natural Resources and Environment

Other Partners:

Programme Period: 2004-2007
Programme Component: MYFF Goal 3
Project Title: Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety
Project ID: MAL/03/G31
Project Duration: 3 years
Management Arrangement: National Execution

Total budget:	USD 5,214,555
Allocated resources:	_____
Government of Malaysia (in-kind)	USD 4,303,175
GEF	USD 911,380

Agreed by (Government): _____
Agreed by (Implementing partner/Executing agency): _____
Agreed by (UNDP): _____

ANNEX 1

TOR for National Steering Committee

The National Project Steering Committee (NSC) will monitor the conduct of the project and provide guidance and direction to the project team at the strategic level. NSC's responsibilities include: -

- Reviewing progress of project;
- Approving major project deliverables;
- Reviewing issues raised and agreeing to action plans for their resolutions;
- Monitoring the continued applicability of project benefits; and
- Approving Change Requests (e.g. scope changes, schedule alterations, personnel).

The Committee will comprise the main stakeholders, including the following:

- Conservation and Environmental Management Division, Ministry of Natural Resources and Environment (NRE),
- Genetic Modification Advisory Committee (GMAC) and NBB;
- Economic Planning Unit (EPU);
- Ministry of Agriculture, and Agro-based Industries;
- Ministry of Science, Technology and Innovation;
- Ministry of Health, Department of Public Health;
- Ministry of Plantation Industries and Commodities;
- Ministry of International Trade and Industry (MITI);
- Ministry of Domestic Trade and Consumer Affairs;
- Ministry of Information;
- Ministry of Finance, Department of Royal Customs and Excise;
- Ministry of Higher Education;
- Private corporations (biotechnology companies, plantation companies and other companies dealing or trading in biotechnology products);
- NGOs for biotechnology, environment and consumers (Third World Network, World Wide Fund for Nature Malaysia, the Malayan Nature Society, Federation of Malaysian Consumers Associations);
- UNDP

TOR for National Project Director

Project No. : MAL/03/G31
Project Title : Support to Capacity Building Activities on Implementing the Cartagena Protocol
on Biosafety
Post Title : National Project Director
Duration : Full-time
Duty Station : Kuala Lumpur

The Director General of the National Biosafety Board (NBB) of the Ministry of Natural Resources and Environment (NRE) will be the National Project Director. This person will be mainly responsible for coordination of project activities among the different partners of the project. These will include various government agencies, NGOs, UNDP and consultants.

The responsibilities of National Project Director include:

- Chairing the quarterly meetings of Project Coordination Committee (PCC);
- Leading and managing the National Project Team;
- Ensuring that all project objectives and outputs are satisfied;
- Managing the project budget in accordance with GoM/UNDP guidelines;
- Assisting NSC in the selection of members for the Project Team and consultants;
- Reviewing annual work plan and budget;
- Ensuring that all activities are completed according to schedule;
- Ensuring that the GEF project document is satisfactorily completed and submitted on time

ANNEX 3

TOR for Project Coordinating Committee (PCC)

The Project Coordinating Committee will be established to provide transparency and accountability in the execution of the project. The PCC will be located at the local implementing agency and will comprise:

- National Project Director - Chairperson
- National Project Coordinator (NPC) - Secretary
- UNDP Representative
- Officials from relevant Ministries/government agencies
- Representatives from research institutions (MARDI, MPOB, MRB, FRIM, MCB, IMR)
- State governments on biodiversity and environment (SBC, Depts. of Agriculture, Forestry, Fisheries and Environment)
- Consultants (when required)

The PCC shall meet at least once every quarterly, and as and when the need arises.

The Project Coordinating Committee shall:

- Advise the NSC on all functions of procurement of goods and services;
- Ensure that all expenditures and financial procedures pertaining to purchases, procurement, award of contracts are on a completion basis and in compliance with GoM/UNDP guidelines;
- Review annual work plan and budget for timely submission to the NSC;
- Oversee project activities to ensure that they are consistent with those outlined in the project document;
- Review progress of work and revise work plan, if necessary;
- Submit regular progress reports, including any revisions of work plan and budget to NSC and UNDP;
- Monitor and coordinate all components of the project in accordance with the work plan.

TOR for National Project Coordinator

Project No. : MAL/03/G31
Project Title : Support to Capacity Building Activities on Implementing the Cartagena Protocol
on Biosafety
Post Title : National Project Coordinator
Duration : 3 years, Full-time
Duty Station : Putrajaya

Qualifications : An advanced degree (or minimum Masters Degree) from a qualified university in environmental science, agriculture, conservation, biodiversity, biotechnology, management or related fields; minimum of 10 years experience in the relevant field; a good working knowledge of and demonstrated ability in project management; good inter-personal relationships; proficient in both written and oral English; sound knowledge of biosafety related matters.

Duties

- Act as Executive Secretary to the PCC and the NSC;
- Prepare an annual work plan on the basis of the project document;
Under the direction of NPD and the NSC, and in close consultation with other stakeholders of the project;
- Coordinate and monitor the implementation of the project as set out in the project document and recommending any such modifications/revisions as may be necessary to the NSC through the NPD;
- Manage and coordinate with relevant governmental bodies and participating institutions or agencies involved in the project execution;
- Review consultants' reports (ensuring quality of the reports), project budget revisions and all other administrative arrangements required as per NRE and UNDP;
- Certify services rendered by contractors and the consultants for purposes of payment, where provided for;
- Prepare and submit quarterly reports to the PCC on progress and problems faced in the project and any other reports as may be required, through the NPD to the NSC;
- Chair monthly progress meetings;
- Implement the project in accordance with the project document milestones; and
- Undertake any other duties as may be assigned by the NPD and the NSC.

TOR for Project Assistant

Project No. : MAL/03/G31

Project Title : Support to Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety

Post Title : Project Assistant

Duration : 3 years, Full-time

Duty Station : Putrajaya

Qualifications : Minimum qualification is a tertiary education in secretarial science degree/diploma or related professional qualifications with at least 3 years experience, with a good command of English. Work on project management and some experience on financial management activities.

Duties

The Project Assistant shall report directly to the Project Coordinator and shall be responsible for:

- Providing administrative and logistic support to the project team;
- Managing schedules and project implementation within specified project constraints;
- Undertaking secretariat services to specific project activities;
- Providing limited backup support to the team;
- Providing financial and limited backup support to the project team;
- Executing financial and budgetary tasks and related activities;



MINISTRY OF NATURAL RESOURCES
AND THE ENVIRONMENT, MALAYSIA,
LEVEL 5 BLOCK C5, PARCEL C,
FEDERAL GOVERNMENT ADMINISTRATIVE CENTRE
62662 PUTRAJAYA

Telephone : 603-8885 8000
Telefax : 603-8889 2973

Our Ref : NRE 62/140/020/P001
/004/002 Jld.3
Your Ref :

Date: 12 August 2005

Mr. Richard Leete
UNDP Resident Representative
United Nations development Programme
Wisma UN, Block C,
Kompleks Pejabat Damansara,
Jalan Dungun, Damansara Heights
50490 Kuala Lumpur
Fax: 20952870

Dear Mr. Leete,

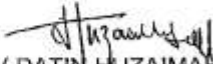
Capacity Building for Implementation of Malaysia's National Biosafety Framework

With reference to the above, we would like to thank GEF and UNDP for supporting this project. This project will complement Malaysia's effort in the area of biosafety as the draft Biosafety Bill is envisaged to be tabled in the parliament by end of this year. The Ministry of Natural Resources and Environment (NRE) as the executing agency of this project is very much committed in implementing this project as well as in terms of the in-kind contribution involved to make this project a success. In this respect, NRE is committed to in-kind contribution amounting to USD 4,303,175.000 as stated in the project document

2. NRE which happens to also act as the operational point for GEF, would like to hereby endorse the above said project for GEF funding, as this project will certainly value-add and complement the current efforts in biosafety capacity building and to meet Malaysia's obligations under the Cartagena Protocol on Biosafety.

Thank you.

Yours sincerely,


(DATIN HUZAIMAH MOHD YUSOFF)
Undersecretary
Ministry of Natural Resources and Environment
Malaysia

PROJECT BRIEF