

APPROVED  
UNDP Deputy Resident Representative  
Zachary Taylor

2018

Tatiana Bykhankova  
UNDP Operations Manager

Annual Detailed Work Plan 2018, revision 1

APPROVED  
First Deputy Minister of Natural Resources and Environmental Protection,  
National Project Coordinator  
Iya Malkina

2018

Project Title: "Civic Engagement in Environmental Monitoring and Improving Environmental Management at the Local Level"

Project ID: 00090215/00096095

United Nations Development Assistance Framework (UNDAF) Focus Area: 3. Environmental Protection and Sustainable Environmental Management Based on the Principles of Green Economy.

Expected UNDAF Outcome(s)/Indicator(s): 3.1. By 2020, policies have been improved and measures 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.

Executing Entity: Ministry of Natural Resources and Environmental Protection of the Republic of Belarus

Activity description	Amount by quarters, USD			Total (USD)	Fund/Donor	Budget Account	Executing entity/Responsible institution	Annual Target
	Q2	Q3	Q4					
<b>Component 1: Establishing / providing support to at least six "environmental monitoring clubs" / public environmental coordinating councils in the regions of Belarus (at least one in each oblast).</b>								
1.1.	Development and publication of a guide on civic engagement in environmental monitoring							A guide on civic engagement in environmental monitoring is developed, published and widely disseminated among the stakeholders all over Belarus.
1.1.1.	Development and publication of a guide on involving the public in environmental monitoring, including (if necessary) the development of regulations on regional PECCs							1. Guide on involving the public in environmental monitoring is developed and agreed with the Ministry of Natural Resources and Environmental Protection (MNREP). 2. Regulations on functioning of Public environmental coordination councils (PECCs) in 6 regions of Belarus and in Minsk are updated and duly agreed with environmental authorities. 3. Guide on involving the public in environmental monitoring is published in amount of 1500 copies.
1.1.1.1	Development of a guide on involving the public in environmental monitoring, including the development of regulations on regional PECCs		2,085	2,085	30079/10159	71300 - Local consultants	001981/ PIU, UNDP, MNREP	1. Guide on involving the public in environmental monitoring is developed and agreed with the Ministry of Natural Resources and Environmental Protection (MNREP). 2. Regulations on functioning of Public environmental coordination councils in 6 regions of Belarus and in Minsk are updated and duly agreed with environmental authorities.
1.1.1.2	Publication of a guide on involving the public in environmental monitoring			2,030	30079/10159	74200 - Audio, video and printed materials	001981/ PIU, UNDP, MNREP	Guide on involving the public in environmental monitoring is published in amount of 1500 copies.
1.1.2.	Inviting new members to the public environmental coordinating councils in all oblasts							The composition of regional PECCs is discussed with all the stakeholders and suggestions formulated for its optimization. The following representatives are invited to be included into PECCs: representatives of CSOs from all districts of the oblast, including civil society and not-for-profit organizations, trade unions, social partners, universities or mass media.
1.1.3.	Conduct of PECC meetings during the project implementation period							At least 6 meetings of PECC are held, per one in each region and in Minsk, except for Minsk region. New compositions of the regional PECCs and regulations on their functioning are discussed. Implementation of this activity is done in parallel with the activity 4.4.
1.2.	Selection of CSOs and trainings on environmental monitoring for the volunteers - members of environmental clubs							CSO for development of educational programmes and organization of training on the issues covered by the Aarhus conventions is selected on the basis of the competition. Development of the education programmes is ensured.
1.2.1.	Organization and conduct of a competition to select CSOs for: 1) design of educational programmes including distance education, and 2) organization of education on the issues covered by the Aarhus Convention and on environmental monitoring			47,500	30079/10159	72100 - contractual services companies	001981/ PIU, UNDP, MNREP, CSO	1. Terms of Reference for the competition on selection of CSO to develop to educational programmes, including distance education and organization of training on the issues covered by the Aarhus Convention and on environmental monitoring is developed and approved by the Project Steering Committee (PSC). 2. CSO is selected in the results of competition and based on the approved Terms of Reference. Contract with CSO is signed.
1.2.2.	The design by the selected CSO of educational programmes on environmental monitoring and the Aarhus Convention							Development of educational programmes on environmental monitoring and Aarhus Convention is ensured. First draft programmes is prepared and submitted for review to the MNREP.
1.2.3.	Organization of training on environmental monitoring and the Aarhus Convention			250 200	30079/10159	71300 - Local consultants 72100 - contractual services - companies	001981/ PIU, UNDP, MNREP	At least one training on environmental monitoring and implementation of Aarhus convention is held for at least 10 specialists trained.

Activity description		Amount by quarters, USD			Total (USD)	Fund/Donor	Budget Account	Executing entity/Responsible institution	Annual Target
		Q2	Q3	Q4					
1.3.	Organization of environmental monitoring clubs								Establishment of 7 environmental monitoring clubs, in 6 regions of the country and in Minsk, is ensured.
1.3.1.	An inception workshop		600		3,900	30079/10159	71300 - Local consultants	001981/ PIU, UNDP, MNREP	(I) The inception workshop on the issues of the establishment of environmental monitoring clubs and launch of the project is conducted in Minsk. At least 80 participants, including representatives of UNDP, EU, MNREP, regional environmental authorities, NGOs, mass media, etc. get acquainted with and discussed the project's goals, objectives, planned activities and outputs and participated. (II) Inception report prepared, including recommendations for possible project tactics adjustment, and approved by the UNDP and MNREP.
			3,300				72100 - contractual services - companies		
1.3.2.	Development of Regulations on "environmental monitoring clubs"								Regulations on "environmental monitoring clubs" are developed, considered at the PSC and approved by the PSC. The Regulations contain clear criteria for the selection of "green schools" where clubs are to be established, commitments of the schools regarding maintaining the sustainability of clubs, functioning of clubs, etc.
1.3.3.	Selection of "green schools" and establishment of environmental monitoring clubs at these schools								Green schools for establishing environmental monitoring clubs based on the developed and approved Regulations are selected.
1.3.4.	Establishment / support of "environmental monitoring clubs" at "green schools"								Set of monitoring equipment for environmental monitoring clubs being established at "green schools" is prepared and duly agreed by the key partners.
1.4.	Opinion polls on environmental issues								Opinion poll of civil servants, staff of business units, CSOs working in respective area, population and others to study their knowledge of the Aarhus Convention, environmental monitoring, etc. is organized.
1.4.1.	Opinion polls at the beginning and after the completion of the Project			8,210	8,210	30079/10159	72100 - contractual services - companies	001981/ PIU, UNDP, MNREP	1. Contract on organization of opinion poll all over the Republic on knowledge of the Aarhus convention, environmental monitoring, etc. is concluded. 2. Opinion poll of civil servants, staff of business units, CSOs working in respective area, population and others to study their knowledge of the Aarhus Convention, environmental monitoring, etc. is organized. 3. Results of the questioning are submitted to MNREP, EU and other key stakeholders for further use and put at the project web-site.
1.4.2.	Awareness-raising campaign on environmental issues including environmental monitoring								The awareness-raising campaign on environmental issues, including environmental monitoring, implementation of Aarhus Convention, "green schools" network development is launched. Terms of reference to conduct the campaign across different target groups (preschoolers, school children, students, adults) are developed. Practical awareness-raising activities are carried out as planned within activity 4.4.
1.5.	UNDP Programme support (Advisors)	90	200	810	1,100	30079/10159	64300/74500 - UNDP Programme support	001981/ PIU, UNDP	UNDP CO Staff Support related to the project activities are duly and timely paid.
<b>TOTAL COMPONENT 1:</b>					<b>65,275.00</b>				
<b>Component 2: Involvement of at least three CSOs in the design of educational programmes, organization of education on environmental issues, and educational activity at minimum 70 "green schools" of the country.</b>									
2.1.	Basic training on environmental monitoring for the teachers of "green schools"								At least three CSOs are selected in the result of competition and involved in the design of professional development programmes for pedagogues and teachers including distance education, and organization of education for them in the in the following fields: biodiversity, waste, water supply, energy and community actions.
2.1.1.	Organization and conduct of a competition to select CSOs for: 1) the design of professional development programmes for pedagogues and teachers including distance education and 2) organization of education in the following fields: biodiversity, waste, water supply, energy and community actions.	1,100	3,900		5,000	30079/10159	71300 - local consultants	001981/ PIU, UNDP, MNREP, CSO	1. Terms of Reference to select at least one CSO to design professional development programmes for pedagogues and teachers, including distance education, and organization of education of teachers of "green schools" in the fields of waste management, biodiversity protection, water supply, energy and community actions, monitoring of air quality, the Aarhus Convention provisions, is developed. 2. Terms of Reference is considered by the PSC and duly approved by the PSC. 3. At least one CSO is selected on the basis of the competition and selective process.
							30079/10159	72100 - contractual services - companies	001981/ PIU, UNDP, MNREP, CSO

Activity description		Amount by quarters, USD			Total (USD)	Fund/Donor	Budget Account	Executing entity/Responsible institution	Annual Target
		Q2	Q3	Q4					
2.1.2.	The design by the selected CSOs of professional development programmes for pedagogues and teachers (including distance education) in the following fields: biodiversity, waste, water supply, energy and community actions.			25,500	25,500	30079/10159	72100 - contractual services - companies	001981/ PIU, UNDP, MNREP, CSO	Zero draft of professional development programmes for pedagogues, including distance education, in the following fields: biodiversity, waste management, water supply, energy and community actions, monitoring of air quality, the Aarhus Convention provisions, is prepared by the selected CSO.
2.1.3	Organization of professional development for pedagogues and teachers (including distance education) in the following fields: biodiversity, waste, water supply, energy and community actions								Not applicable for the current planning period.
2.2.	Publication of guides and other materials for "green schools"								Not applicable for the current planning period.
2.3.	Monitoring of "green schools"	370	340	2,590	4,100	30079/10159	71600 - local travel	001981/ PIU, UNDP, MNREP	Methodology for monitoring "green schools" is developed. Monitoring over functioning of the network of "green schools" all over the country is ensured by the project staff, experts, other involved stakeholders, with at least 10 schools visited.
		550	250			30079/10159	72100 - contractual services - companies		
2.4.	Expanding the "Green Schools" project to kindergartens and institutions for children with disabilities								A kindergarten to operate as a model and a resource center for "green schools" is selected and approved by the PSC. Methodical recommendations on running of "green schools" program in kindergarten and proposed revision to "green schools" curriculum to ensure usage of the curriculum in kindergartens are drafted. Establishment of the National Rehabilitation Centre for Children with Disabilities in Minsk as pilot resource center for "green schools" program is ensured. Regulations on functioning of National rehabilitation Centre for Children with Disabilities as resource center for "green schools" are prepared and duly agreed with MNREP and Ministry of Education.
2.4.1.	Preparation and publication of guides and other materials for "green" kindergartens		2,610		2,610	30079/10159	71300 - local consultants	001981/ PIU, UNDP, MNREP	Kindergarten to operate as a model and resource center for "green schools" is selected in consultation with the Ministry of Education and approved by the PSC. Methodical recommendations on running of "green schools" program in kindergarten and proposed revision to "green schools" curriculum to ensure usage of the curriculum in kindergartens are drafted.
2.4.1.1.	Selection of model kindergarten		100	8,430	8,530	30079/10159	72200 - Equipment and furniture 72800/72500 - IT equipment, supplies	001981/ PIU, UNDP, MNREP	1. A kindergarten to operate as a model and a resource center for "green schools" for preschoolers is preselected at one of the kindergartens in consultation with the specialists of the Ministry of Education. 2. Selection of the proposed kindergarten to operate as a model and resources center of "green schools" for preschoolers is agreed by the PSC.
2.4.1.2.	Training on "green schools" program in kindergartens			2,000	2,000	30079/10159	72100 - contractual services - companies	001981/ PIU, UNDP, MNREP	At least 30 people, including representatives of educational institutions for preschoolers from 6 regions of the Republic are trained on running of "green schools" program in kindergartens in the course of training organized in Minsk.
2.4.2.	Purchase of simple demonstration equipment								Draft list of equipment for supply and installation in the model kindergarten to work as a resource center and for conducting environmental monitoring is prepared.



Activity description		Amount by quarters, USD			Total (USD)	Fund/Donor	Budget Account	Executing entity/Responsible institution	Annual Target
		Q2	Q3	Q4					
2.4.3.	Establishing a pilot resource center for "green schools" at the National Rehabilitation Centre for Children with Disabilities		3,800		17,500	30079/10159	71300 - local consultants	001981/ PIU, UNDP, MNREP, National Rehabilitation Centre for Children with Disabilities	Establishment of the National Rehabilitation Centre for Children with Disabilities in Minsk as pilot resources center for "green schools" for this type of institutions is ensured: 1. Regulations on functioning of National rehabilitation Centre for Children with Disabilities as resource center for "green schools" are prepared and duly agreed with MNREP and Ministry of Education. 2. List of equipment for the Rehabilitation Centre to work as resource center and for conducting of environmental monitoring, including monitoring of air quality, is defined, and duly approved by the PSC. 3. First batch of equipment is purchased and delivered to the rehabilitation Centre.
				13,700		30079/10159	72400/72500 - IT equipment		
2.5.	Updating the website dedicated to "green schools"								Web-site dedicated to "green schools" is established and launched. In the course of establishment of the web-site existing site www.greenlogic.by is used as reference material. Information on the projects previously implemented by UNDP and funded by the EU containing at greenlogic.by are kept as archive materials.
2.5.1.	Creation of website dedicated to "green schools"		2,500		2,500	30079/10159	71300 - local consultants	001981/ PIU, UNDP, MNREP	1. Local consultant is recruited for development of the web-site dedicated to "green schools". 2. In the course of establishment of the web-site existing site www.greenlogic.by is used as reference material. Information on the projects previously implemented by UNDP and funded by the EU containing at greenlogic.by are kept as archive materials. 3. Web-site dedicated to "green schools" is established and launched.
2.5.2.	Running the website dedicated to "green schools"								Web-site on "green schools" is duly updated. All the news, information, video- and photo materials, presentations are uploaded to the web-site.
2.6.	Environmental camp sessions for the teachers and students of "green schools"								1. Establishment of a pilot resources center of "green schools" for summer recreation camps at "Zubryonok" and "Nadezhda" children's health-improving centres, and pilot resource center for rural "green schools" at the Centre for Folk Arts and Crafts in Kopys is ensured. 2. Regulations on functioning of children's health-improving centres "Zubryonok" and "Nadezhda" and Centre for Folk Arts and Crafts in Kopys as resource centres for "green schools" are prepared and duly agreed with MNREP and Ministry of Education. 3. Lists of equipment and services for the pilot resources centres are defined and duly agreed by the PSC. Procurement of equipment and services is ensured.
2.6.1.	Environmental camp sessions for the teachers and students of "green schools"			114,500	114,500	30079/10159	72100 - contractual services - companies	001981/ PIU, UNDP, MNREP	1. Preparatory works for organization of camp sessions at "Nadezhda" and "Zubryonok" children's centers are completed. Timing of the summer camp sessions for 2019 is fixed for at least 350 children and pedagogues. 2. Contracts for organization of 12-days summers camp sessions in "Nadezhda" and "Zubryonok" children's centres for at least 350 children and pedagogues from all the regions of Belarus. are signed. 3. In the result of the open competition Cost is selected to assist with organization of summer sessions in two children's centres and development of special intensive 12- days training course "green schools". for summer camp sessions.
2.6.2.	Establishing a pilot resource center of "green schools" for summer recreation camps at "Zubryonok" / "Nadezhda" children's health-improving centres								Establishment of a pilot resources center of "green schools" for summer recreation camps at "Zubryonok" / "Nadezhda" children's health-improving centres is ensured. Regulations on functioning of children's health-improving centres "Zubryonok" and "Nadezhda" as resource centres for "green schools" are prepared and duly agreed with MNREP and Ministry of Education.
2.6.2.1	Establishing a pilot resource center of "green schools" for summer recreation camps at "Zubryonok" children's health-improving center			4,000	15,500	30079/10159	71300 - local consultants	001981/ PIU, UNDP, MNREP, "Zubryonok" children's health-improving center	1. List of equipment and services to be procured for establishing of a resource center at "Zubryonok" is defined. 2. List of equipment and services is agreed by the PSC. 3. First batch of equipment is procured and delivered to "Zubryonok" children's health-improving center. 4. Draft engineering design documentation for construction of a demonstration "green house" is prepared.
				11,500		30079/10159	72400/72500 - IT equipment, supplies		
2.6.2.2	Establishing a pilot resource center of "green schools" for summer recreation camps at "Nadezhda" children's health-improving center			24,000	31,270	30079/10159	72100 - contractual services - companies	001981/ PIU, UNDP, MNREP, "Nadezhda" children's health-improving centre	1. List of equipment and services to be procured for establishing of a resource center at "Nadezhda" center is defined. 2. List of equipment and services is agreed by the PSC. 3. First batch of equipment is procured and delivered to "Nadezhda" children's health-improving center. 4. Engineering design documentation for construction of a summer class of "green school" for classes with children is prepared. 5. Summer class of "green school" for classes with children is completed.
			5,270	2,000		30079/10159	72200 - Equipment and furniture 72400/72500 - IT equipment		

Activity description		Amount by quarters, USD			Total (USD)	Fund/Donor	Budget Account	Executing entity/Responsible institution	Annual Target
		Q2	Q3	Q4					
2.6.3.	Establishing a pilot resource center for rural "green schools" at the Centre for Folk Arts and Crafts in Kopyś of Orša District		1,820	5,550	7,370	30079/10159	72200/72400 - IT equipment 72500 - supplies	001981/ PIU, UNDP, MNREP, Centre for Folk Arts and Crafts in Kopyś	Establishment of a pilot resource center for rural "green schools" at the Centre for Folk Arts and Crafts in Kopyś is ensured: 1. Regulations on functioning of the Centre for Folk Arts and Crafts in Kopyś as resource center for "green schools" are prepared and duly agreed with MNREP and Ministry of Education. 2. List of equipment and services for the pilot resource center is defined and duly agreed by the PSC. 3. First batch of equipment for the Centre for Folk Arts and Crafts is purchased and delivered.
2.7.	UNDP Programme support (Advisors)	90	200	810	1,100	30079/10159	64300/74500 - UNDP Programme support	001981/ PIU, UNDP	UNDP CO Staff Support related to the project activities are duly and timely paid.
<b>TOTAL COMPONENT 2:</b>					<b>237,480.00</b>				
<b>Component 3: Ensuring cooperation between at least 15 "green schools" and local bodies authorized to perform environmental monitoring regarding data collection and management.</b>									
3.1.	Establishing of resource centres for "green schools"								Establishment of 11 resources centres for "green schools" is ensured, including: - National Resource Centre at the National Centre for Ecology and Local Studies; - Resource centres for summer camps at "Zubryonok" and "Nadezhda" children's health-improving centres; - Resource center for Rural "green schools" at the Centre for Folk Arts and Crafts in Kopyś; - Inclusive resource center at the National Rehabilitation Centre for Children with Disabilities; - 6 auxiliary regional "green schools" resource centres in the area of environmental monitoring: per one in each of the region. 6 "green schools" that became auxiliary regional "green schools" resource centres in the area of environmental monitoring are selected on the basis of the competition. The centres ensured promotion of the "green schools" concept and provide consultations to schools.
3.1.1.	Establishing a national resource center of "green schools" at National Centre for Ecology and Local Studies		4,730	24,530	29,260	30079/10159	72400 - IT equipment 72500 - supplies	001981/ PIU, UNDP, MNREP, National Centre for Ecology and Local Studies	Establishment of a national resource center of "green schools" at National Centre for Ecology and Local Studies is ensured: 1. Regulations on functioning of the National Centre for Ecology and Local Studies as resource center for "green schools" are prepared and duly agreed with MNREP and Ministry of Education. 2. List of equipment and services for the national resource center is defined and duly agreed by the PSC. 3. First batch of equipment for the national resource center of "green schools" at National Centre for Ecology and Local Studies is purchased and delivered.
3.1.2.	Selection of auxiliary regional "green schools" centres								1. Criteria for selection of at least 6 auxiliary regional "green schools" resource centres are developed and agreed with MNREP and Ministry of Education. 2. At least 6 auxiliary regional "green schools" resource centres, per one in each region, are selected.
3.2.	The purchase of equipment for the monitoring of air quality for "green schools"								List of equipment for monitoring of air quality and demonstration equipment for displaying the findings of the monitoring for the resources centres for "green schools" is prepared, agreed by the beneficiaries, and approved by the PSC.
3.2.1.	The purchase of equipment for the monitoring of air quality for "green schools"								List of equipment for the monitoring of air quality for "green schools" is prepared, agreed by the beneficiaries, and approved by the PSC.
3.2.2.	The purchase of demonstration equipment for presenting the findings of the monitoring conducted								List of demonstration equipment for the displaying the findings of the monitoring for the resource centres for "green schools" is prepared, agreed by the beneficiaries, and approved by the PSC.
3.2.3.	The development (purchase) of an electronic platform for environmental monitoring performed at "green schools"			17,300	17,300	30079/10159	74700 - contractual services - companies	001981/ PIU, UNDP, MNREP	1. Terms of Reference for the development of electronic platform for environmental monitoring performed at "green schools" are developed. 2. Local expert is recruited. Development of the electronic platform is started.
3.2.4.	The development of procedures of using monitoring equipment and periodic reporting (electronic log of monitoring)								Not applicable for the current planning period.
3.3.	A training on environmental monitoring for the teachers of "green schools"								Development of a guide for the "green schools" on methodology of performing environmental monitoring for the "green schools" without using complex equipment, and with particular attention to the quality of atmospheric air is ensured.
3.3.1.	Preparation of a teaching guide for the "green schools" and materials on environmental monitoring activity			1,500	1,500	30079/10159	71300 - local consultants	001981/ PIU, UNDP, MNREP	1. Local expert is recruited. 2. Development of a guide for the "green schools" on methodology of performing environmental monitoring for the "green schools" without using complex equipment, and with particular attention to the quality of atmospheric air is ensured.

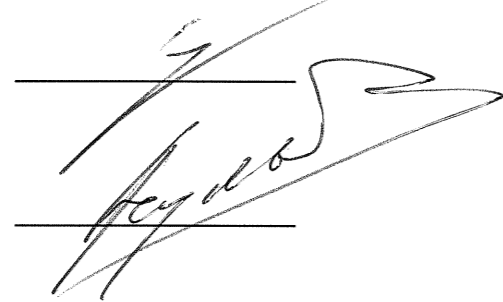


Activity description		Amount by quarters, USD			Total (USD)	Fund/Donor	Budget Account	Executing entity/Responsible institution	Annual Target
		Q2	Q3	Q4					
3.3.2.	Monitoring of air quality by the "green schools"								Not applicable for the current reporting period.
3.3.3.	Joint monitoring ("green schools" and Hydromet). The organization of training courses and workshops promoting cooperation between the schools and local authorities authorized to perform air quality monitoring								Not applicable for the current reporting period.
3.4.	Contracting project management group		2,455	2,825	5,280	30079/10159	71400- Service contracts individuals	001981/ PIU	Staff of the Project Implementation Unit works in due order, with all the planned targets and goals achieved. No significant delays in implementation of the project activities are observed.
3.5.	UNDP Programme support (Advisors)	90	200	810	1,100	30079/10159	64300/74500 - UNDP Programme support	001981/ PIU, UNDP	UNDP CO Staff Support related to the project activities are duly and timely paid.
<b>TOTAL COMPONENT 3:</b>					<b>54,440.00</b>				
<b>Component 4: Involving CSOs in regular consultations with government bodies responsible for environmental issues regarding such activity, and the operation of these CSOs as reliable partners in the implementation of relevant activities.</b>									
4.1.	Further development of the network of Aarhus centres								Further development of the network of Aarhus centres is ensured.
4.1.1.	Analysis of the activity of existing Aarhus Centres in Belarus		5,200		5,200	30079/10159	71300 - local consultants	001981/ PIU, UNDP, MNREP	1. Analysis of the activity of existing Aarhus Centres in Belarus is done. 2. Draft recommendations on further development of the network of Aarhus centres in the country are prepared.
4.1.2.	Procurement of equipment for the existing Aarhus centres				0	30079/10159	72200 - Equipment	001981/ PIU, UNDP, MNREP, Aarhus centres	1. List of equipment needed for the existing Aarhus Centres to ensure their further effective functioning is prepared. 2. Equipment is purchased and delivered to Aarhus Centres.
4.2.	Grants for CSOs								Regulations on the Call for Proposals are developed and agreed by the PSC. Call for Proposals is announced and completed. At least 6 trainings on participation in the Call for proposals are carried out in 6 regions of the country.
4.2.1.	Trainings on the Call for Proposals		2,180		9,940	30079/10159	71600 - local travel	001981/ PIU, UNDP, MNREP	6 trainings for potential participants and applicants to the Call for Proposals are organized, per each in the region. At least 30 people, including representatives of CSOs, local authorities, businesses, etc., are trained at each of the training.
			7,760			30079/10159	72100 - contractual services - companies		
4.2.2.	Organization of the Call for Proposals								1. Regulations on the Call for Proposals are developed containing all requirements related to preparation of the proposals and participation in the Call. 2. Regulations on the Call for Proposals re duly agreed by the PSC. 3. Call for the Proposals is announced and completed.
4.2.3.	Selection of the winners								1. All the submitted within the Call proposals are studied. 2. Potential winners are selected.
4.3.	International cooperation and training			5,220	5,220	30079/10159	71600 - international travel	001981/ PIU, UNDP, MNREP, Aarhus Centres	At least 2 staff of the existing Aarhus Centres increased their knowledge on functioning of Aarhus centres in European countries and involvement of public and civil society organizations into environmental decision- making through study tour to one of EU countries.
4.4.	Meetings of the Public Environmental Coordinating Council		1,220	2,240	3,460	30079/10159	72100 - contractual services - companies	001981/ PIU, UNDP, MNREP	Issues of functioning of PECC and changes to the composition of the PECC are discussed with at least 15 participants during at least one meeting of the Public Environmental Coordination Council under auspices of the MNREP. The meeting is held in one of the Reserves or the pilot site where EU projects were implemented (venue to be defined later).
4.5.	Support of the CSOs network in Belarus and their cooperation with government agencies			350	3,700	30079/10159	71300 - local consultants	001981/ PIU, UNDP, MNREP	At least 50 participants are trained on ecologically friendly way of living, ecological labelling, social entrepreneurship at the conference on development of environmental friendliness organized by CSOs as preparation for the Forum of CSOs planned for 2019. List of participants includes different stakeholders such as state institutions, business, NGOs, etc.
				3,350		30079/10159	72100 - contractual services - companies		
4.6.	Public relations, ensuring the dissemination of project results and project visibility		555	3,560	12,850	30079/10159	72100/72300 - contractual services - companies	001981/ PIU, UNDP, MNREP	1. PR Specialist is recruited. 2. Communication strategy of the project is developed and agreed by UNDP, the EU and MNREP. 3. Visibility items in line with the EU requirements are produced for each event organized within the project, including bags, pens, notepads, etc. 4. At least 3 PR actions to promote different directions of "Green schools" course are organized, for at least 30 participants in each of the actions. List of participants include children and pedagogues.
			4,335	4,400		30079/10159	74200 - Audio, video and printed materials		

Activity description		Amount by quarters, USD			Total (USD)	Fund/Donor	Budget Account	Executing entity/Responsible institution	Annual Target
		Q2	Q3	Q4					
4.7.	Contracting project management group		11,240	12,600	23,840	30079/10159	71400- Service contracts individuals	001981/ PIU	Staff of the Project Implementation Unit works in due order, with all the planned targets and goals achieved. No significant delays in implementation of the project activities are observed.
4.8.	UNDP Programme support (Advisors)	90	200	810	1,100	30079/10159	64300/74500 - UNDP Programme support	001981/ PIU, UNDP	UNDP CO Staff Support related to the project activities are duly and timely paid.
<b>TOTAL COMPONENT 4:</b>					<b>65,310.00</b>				
<b>Component 5. Effective project management</b>									
5.1.	Project registration, core staff recruitment							001981/ PIU	Project registration is completed. Project staff is recruited.
5.1.1.	Project registration							001981/ PIU	Project registration is duly completed.
5.1.2.	Recruitment of the project staff							001981/ PIU	Project staff is recruited in line with UNDP procedures.
5.1.3.	Purchase and maintenance of the office equipment, furniture, vehicle	11,375	35,770		47,145	30079/10159	72200 - Equipment and furniture 72800/72500 - computer hardware, IT supplies	001981/ PIU	Project office equipment (laptops, project vehicle, furniture, etc.) is duly purchased and put into exploitation
5.2.	Project monitoring and evaluation							001981/ PIU	Project activities are monitored on regular basis by the project team, the UNDP, the EU, MNREP, members of the PSC. Monitoring is done also through regular trips of the project staff and key partners to the project sites.
5.2.1.	Organization of Project Steering Committee meetings			100	100	30079/10159	72100 - contractual services - companies	001981/ PIU	1. Regulations on PSC is prepared, duly agreed with the EU, MNREP and UNDP, and approved. 2. At least two meetings of PSC are held. 3. Minutes of the meetings are duly prepared and signed.
5.2.2.	Trips of the project implementation unit for monitoring project progress			500	500	30079/10159	71600 - local travel	001981/ PIU	Regular trips are made by the project staff, experts, key project partners to monitor project activities on the field. Results of monitoring visits are taken into account for further planning and adjustments to the project activities.
5.2.3.	Preparation of reports							001981/ PIU	1. 2018 annual report in UNDP format is duly prepared and agreed. 2. 2018 annual report for the Government of Belarus is duly prepared and submitted to MNREP for further submission to the Ministry of Economy. 3. Progress report to the EU for the second installments is prepared and duly accepted by the donor. 4. Other reports and information is prepared to the key project partners upon their request.
5.3.	Project management and activities of the Project Management Unit							001981/ PIU	Staff of the Project Implementation Unit works in due order, with all the planned targets and goals achieved. No significant delays in implementation of the project activities are observed. All the UNDP rules and requirements are met as well as requirements of the donor. Adjustments to the project activities, including operational and financial are done in due order, subject to the agreement of PSC is needed.
5.3.1.	Contracting project management group	7,370	14,617	17,283	39,270	30079/10159	71400- Service contracts individuals	001981/ PIU	Staff of the Project Implementation Unit works in due order, with all the planned targets and goals achieved. No significant delays in implementation of the project activities are observed.
5.3.2.	Transportation support for the project activities	170	350	200	720	30079/10159	72100 - contractual services - companies	001981/ PIU	Transportation services from the external companies are provided to support project activities when required.
5.3.3.	Training of the Project Staff			500	500	30079/10159	72100 - contractual services - companies	001981/ PIU	Training services from the external companies are provided to of Project Staff when required.
5.3.4.	Consumables, office supplies	480	225	465	1,170	30079/10159	72500 - stationary and office supplies	001981/ PIU	Project office is supplied with the stationary and consumables.
5.3.5.	Translator's, physician's services	60	935	565	1,560	30079/10159	71300 - local consultants	001981/ PIU	Services of translators and physicians are duly provided when and if required as per UNDP rules and procedures.
5.3.6.	Insurance project's assets (vehicles and equipment)		920		920	30079/10159	74500 - insurance	001981/ PIU	Project assets (vehicles and equipment) are duly ensured.
5.3.7.	Connectivity charges (phones, internet)		750	200	950	30079/10159	72400 - connectivity charges	001981/ PIU	Connectivity charges (phones, internet) are duly paid to ensure smooth functioning of the project office.
5.3.8.	Rent of the project office and utilities		1,570	2,450	4,020	30079/10159	73100 - premises rent, premises maintenance	001981/ PIU	1. Contract for rent of the premises for the project office is concluded with the Center on environmental expertise and improvement of skills of the workers of MNREP. 2. Project premises are duly rented.
5.3.9.	Fuel, project vehicle maintenance, supply		805	1,525	2,330	30079/10159	72300 - fuel, 73400 - maintenance of transport equip, 74500 - storage	001981/ PIU	Fuel supply of the project vehicle is ensured on permanent basis. Maintenance of the vehicle is made when necessary.
5.3.10.	Bank and postal charges, sundry expenses	17	65	48	130	30079/10159	74500 - bank charges, sundry	001981/ PIU	Atlas use, bank and postal charges and other expenses related to the project activities are duly and timely paid.

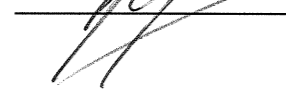
Activity description		Amount by quarters, USD			Total (USD)	Fund/Donor	Budget Account	Executing entity/Responsible institution	Annual Target
		Q2	Q3	Q4					
5.3.11.	UNDP Operational support (finance, procurement, admin, HR,...)		2,377	5,623	8,000	30079/10159	64300/74500 - UNDP Operational support	001981/ PIU, UNDP	UNDP CO Staff Support related to the project activities are duly and timely paid.
<b>TOTAL COMPONENT 5:</b>					<b>107,315.00</b>				
<b>PROJECT SUBTOTAL 2018:</b>					<b>529,820.00</b>				
	UNDP Administrative Fee (GMS-7%)	1,496	5,430	10,024	16,950	30079/10159	75100 - facilities and administration	001981/ PIU, UNDP	
<b>PROJECT TOTAL 2018</b>					<b>546,770.00</b>				

Project Manager



\_\_\_\_\_ Date

UNDP Programme Officer



\_\_\_\_\_ Date

Abbreviations

MNREP	Ministry of Natural Resources and Environmental Protection of the Republic of Belarus
MOE	Ministry of Education of the Republic of Belarus
EU	European Union
UNDP	United Nations Development Programme
PIU	Project implementation unit
PECC	Public Environmental Coordinating Council
CSO	Civil Society Organization
PSC	Project Steering Committee