Zachary Taylor
UNDP Peputy Resident Representative

Service Services	A.M. Kovhuto Minister of Natural Resources and Environmental Protection of the Republic of Belarus 2017 AGREED
	Marrice I.M. Kachanovskiy
	Deputy Minister of Natural Resources and Environmental Protection of the
	Republic of Belarus
	National Project Director
	" " 2017

Annual Work Plan

Project name

Clima-East: Conservation and sustainable management of peatlands in Belarus to minimize carbon emissions and help ecosystems to adapt to climate change № 84642

Project # Year:

2017

Annual Targets:

1. Conducted sustainable cutting of grassy, woody and shrubby vegetation at the territory of not less than 1,200 ha. Provided processing of harvested biomass.

- 2. Provided regulation of ground water table at the optimal level for conservation and usage of ecosystems.
- 3. Prepared the final report on influence of harvesting activities and ground water levels on the tratio and characteristics of vegetation communities and on the characteristics (density and quantity) of indicator bird species (aquatic warbler, curlew, great snipe).
- 4. Adjusted the system of precise identification of "carbon benefits".
- 5. Developed recommendations for replicating project experience based on the monitoring results. Developed 3 projects for implementation at other peatlands.

			Activi	ity by Q	uarters	s, USD	1							
Activity#	Description		Q1	Q2	Q3	Q4	Implementing Partner Fund		Donor	Budget account	Budget account description	Funds planned, USD	Responsible party	Annual target, %
1. Econom	ic and env	ironmental viability of harvesting bioma	ass fron	n peatla	nd area	as and	processing this b	omass de	monstrate	ed.				
							MNREP	30079	EU	71400	Service contract	29,930.20	ſ	Implemented control and coordination of the project activities in order to ensure the achievement of the outcomes in accordance with the project document and UNDP rules and procedures.
										71400	Service contract	4,350.00		Provided effective administrative and financial support of UNDP Environment and Energy portfolio in accordance with the actual rules and prodedures.
		3,500 ha of peatland territory cleared of shrubs and reeds								71600	Travel	2,000.00		Made not less than 5 monitoring visits to the project
							MNREP	MNREP 30079		72100	Contractual services - companies	4,000.00	UNDP, PIU of the project #84642	implementation field sites, during which the analysis of compliance of the ongoing activities at project field sites with the annual work plan carried out. Necessary adjustments made in case of possible inconsistences and deviations. Evaluation of the quality of the ongoing activities and their correspondence to the planned budget carried out. The analysis of possible risks upon project activities implementation completed and ways of risks mitigation suggested.

		Activi	ity by Q	uarters	, USD								
	Description	Q1	Q2	Q3	Q4	Implementing Partner	Fund	Donor	Budget account	Budget account description	USD	party	Annual target, %
1.1.1	Implementing and coordinating an action plan for harvesting, processing and use of peatland biomass												
1.1.1.1	Adjustment of action plan on harvesting and processing of biomass based on the practical project results.										1,225.50		Operating regulations for water-regulating facilities are finalized considering project experience and passed over to the administration of "Zvaniec" reserve and other stakeholders.
1.1.1.2	Development of recommendations on replicating project best practives on harvesting and processing of peatland biomass.					MNREP	30079	EU	71300	Local consultants	2,789.25	UNDP, PIU of the project #84642	Prepared analytical report on use and economic viability of the procured technical equipment, availability of technics of agricultural enterprises at the project territories and overview of technics produced in the Republic of Belarus with analysis of economic viability of project activities and proposals on production of new samples of technics for sustainable harvesting and usage of peatland biomass.
1.1.1.3	Developed proposals on regulatory control of running controlled fires of dry growing vegetation.										2,268.00		Developed proposals on amendments and addendums to the Rules of fire safety in forests in the Republic of Belarus.
1.1.2	Procuring, delivering and installing equipment for biomass harvesting and mulching												
1.1.2.1	Spare parts and comsumables for the technics					MNREP	30079	EU	73400	Rental & Maint of Equipment	1,000.00	UNDP, PIU of the project #84642	Spare parts and comsumables necessary for operation of technics for biomass harvesting and processing procured and transferred to the Implementing Party.
1.1.2.2	Maintenance works for technical equipment for biomass harvesting and transportation.					MNREP	30079	EU	73400	Rental & Maint of Equipment	1,000.00		Conducted maintenance works of technical equipment for biomass harvesting and transportation
1.1.3	Construction of access points, maintenance of water regulating devices												
1.1.3.1	Keeping water regulating devices, access points and earth dams in good working order.					MNREP	30079	EU	72100	Contractual services - companies	1,000.00	under, Plu of the	Conducted maintenance and taken preventive measures for keeping regulating devices, access points and earth dams in good working order.
1.1.4	Cutting biomass and delivering it to processing facility												
1.1.4.1	Organizing and conducting peatland biomass harvesting at the territory of SEE "Republican biological reserve "Sporaūski".					MNREP	30079	EU	16005 (distribution to the following accounts: 71300, 71600, 73400, 72100, 74500)	NIM advances	12,000.00	"Sporaūski"	Organized and conducted cutting of grassy, woody and shrubby vegetation at "Sporaūskae" peatland at the area of 500 ha. Harvested 550 t of biomass.
	1.1.1.1 1.1.1.2 1.1.2.1 1.1.2.1 1.1.3.1 1.1.4	Implementing and coordinating an action plan for harvesting, processing and use of peatland biomass Adjustment of action plan on harvesting and processing of biomass based on the practical project results. Development of recommendations on replicating project best practives on harvesting and processing of peatland biomass. Developed proposals on regulatory control of running controlled fires of dry growing vegetation. Procuring, delivering and installing equipment for biomass harvesting and mulching 1.1.2.1 Spare parts and comsumables for the technics Maintenance works for technical equipment for biomass harvesting and transportation. Construction of access points, maintenance of water regulating devices Keeping water regulating devices, access points and earth dams in good working order. Cutting biomass and delivering it to processing facility Organizing and conducting peatland biomass harvesting at the territory of SEE "Republican biological reserve	Implementing and coordinating an action plan for harvesting, processing and use of peatland biomass 1.1.1.1 Adjustment of action plan on harvesting and processing of biomass based on the practical project results. Development of recommendations on replicating project best practives on harvesting and processing of peatland biomass. Developed proposals on regulatory control of running controlled fires of dry growing vegetation. Procuring, delivering and installing equipment for biomass harvesting and mulching 1.1.2.1 Spare parts and comsumables for the technics Maintenance works for technical equipment for biomass harvesting and transportation. 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Construction of access points, maintenance of water regulating devices, access points and earth dams in good working order. 1.1.4 Cutting biomass and delivering it to processing facility Organizing and conducting peatland biomass harvesting at the territory of SEE "Republican biological reserve	Description	Implementing and coordinating an action plan for harvesting, processing and use of peatland biomass 1.1.1.1 Adjustment of action plan on harvesting and processing of biomass based on the practical project results. Development of recommendations on replicating project best practives on harvesting and processing of peatland biomass. Developed proposals on regulatory control of running controlled fires of dry growing vegetation. Procuring, delivering and installing equipment for biomass harvesting and mulching 1.1.2.1 Spare parts and comsumables for the technics 1.1.2.2 Maintenance works for technical equipment for biomass harvesting and transportation. 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			Activ	ity by Q	uarters	s, USD									
ty#		Description	Q1	Q2	Q3	Q4	Implementing Partner	Fund	Donor	Budget account	Budget account description	Funds planned USD	, Responsible party	Annual target, %	
1	.1.4.2	Organizing and conducting peatland biomass harvesting on the territory of SEE "Republican landscape reserve Zvaniec"					MNREP	30079	EU	16005 (distribution to the following accounts: 71300, 71600 73400, 72100 74500)	NIM advances	12,000.00	"Sporaūski"	Organized and conducted cutting of grassy, woody and shrubby vegetation at "Zvaniec" peatland at the total area of 500 ha. Harvested 600 t of biomass.	
1.	.1.4.3	Organizing and conducting reed harvesting at the territory of SEE "Republican landscape reserve Zvaniec" and at the territory of SEE "Republican biological reserve "Sporaūski"					MNREP	30079	EU	16005 (distribution to the following accounts: 71300, 71600 73400, 72100 74500)	NIM advances	4,000.00	"Sporaūski"	Organized and conducted reed harvesting at the area of 20 ha.	
1.	.1.5	Active regulation of ground-water table													
1.	1.5.1	Active regulation and control of ground-water table (GWT) at Zvaniec peatland for optimal functioning of peatland ecosystems and enabling to harvest. Gathering information on GWT at the main channels in order to develop recommendations for operation of water-regulating devices.					MNREP	30079	EU	16005 (distribution to the following accounts: 71300, 71600, 73400, 72100, 74500)	NIM advances	5,500.00	SPC	Optimal hydrological regime at Zvaniec peatland provided by active management of the existing water-regulating devices. Information on the dynamics of GWT at the main channels and spots for measuring GWT gathered. Maintenance of the existing water-regulating devices carrie out, congestions at the water-regulating devices and channels removed. Developed final report on GWT monitoring based on the information provided by automatic data loggers.	
1.	1.5.2	Implementing activities at Zvaniec peatland in order to increase productivity of peatland ecosystems and quantity of globally threatened species, and also to create conditions for growing and using reeds for different purposes.					MNREP	30079	EU	16005 (distribution to the following accounts: 71300, 71600, 73400, 72100, 74500)	NIM advances	2,650.00	SPC	Not less than 200 ha of "Zvaniec" and "Sporauski" reserve cleared of dry vegetation by controlled fire in accordance with recommendations of Plans for Reserve Management.	
1.]	1.6	Education of local specialists					MNREP	30079	EU	72100	Contractual services - companies	5,899.35		Conducted not less than 3 educational seminars for presentation and promotion of experience on collection and	
										71600	Travel	500.00	UNDP, PIU of the project #84642	usage of biomass for representatives of Ministry of Forestry Ministry of Agriculture and Food, Ministry of Emergency	
										71300	Local consultants	5,390.29		situations, Specially Protected areas (overall not less than 40 participants)	
							UNDP	30079	EU	74510	Bank charges	250.00	UNDP, PIU of the project #84642		
							UNDP	30079	EU	75100	Facilities & Administration	10,903.65	UNDP		

			Activi	ty by Q	uarter	s, USD	1							
ivity#	# Description		Q1	Q2	Q3	Q4	Implementing Partner	Fund	Donor	Budget account	Budget account description	Funds planned, USD	Responsible party	Annual target, %
			<u> </u>	L				L		Total for Activity 1:	108,656.24			
ystem f	or monito	oring the efficiency of biomass harvestin	g is in p	lace	T		T	ſ	Ι					T
		Coordination of organizations and								71400	Service contract	12,560.00		Work of organizations and the group of national experts on
	2.1.	experts' activities on implementation of project measures on peatland biomass harvesting, processing and use and on					MNREP	30079	EU	71600	Travel	3,000.00	UNDP, PIU of the project #84642	project implementation is coordinated. Substantive coordination of project activities is provided, and so is coordination of project activities with national institutions,
		development of system for precise identification of the carbon dividends.								72100	Contractual services - companies	5,500.00		other stakeholders and project partners.
	2.1.2	Conducting monitoring survey of the peatland before, during and after harvesting (proportions of vegetation communities, characteristics of vegetation communities, water table levels)					MNREP	30079	EU	16005 (distribution to the following accounts: 71300, 71600, 73400, 72100, 74500)	NIM advances	5,470.00	SPC	1. Conducted analysis of influence of current management activities at "Zvaniec" and "Sporaūski" Reserves (reed harvesting, shrubs cutting, fire of dry vegetation, GWT regulation) on dynamics of vegetation communities. 2. Developed proposals on conservation of open lowland bogs and sustainable use of biomass at Zvaniec and Sporauskaje peatlands. 3. Prepared a forecast of changes in vegetation as a result of harvesting activities at "Zvaniec" and "Sporaūski" Reserves. 4. Prepared a final report on influence of harvesting and ground water levels on proportions and characteristics of vegetation communities.
	2.1.3	Evaluation of project activities' (harvesting, water table regulation, controlled fire) influence on the condition (density and quantity) on the indicated bird species (Aquatic Warbler, Great Snipe, Curlew) at the areas of active management at Zvaniec and Sporaūskae peatlands.					MNREP	30079	EU	16005 (distribution to the following accounts: 71300, 71600, 73400, 72100, 74500)	NIM advances	22,895.00	SPC	1. Conducted true census of indicator bird species (Aquatic Warbler, Great Snipe, Curlew) at the territory of Sporaūskaje and Zvaniecpeatlands by squares. 2. Conducted analysis of dynamics of population of indicator bird and insect species after completion of activities at "Zvaniec"and "Sporaūski" reserves (reed harvesting, cutting of brushes, fire of dry vegetation, ground water level table regulation). 3. Prepared final report on influence of project activities on the condition of population (density and quantity) of indicator bird species.
	2.2	Development of system of precise identification of "carbon benefits."					MNREP	30079	EU	71300	Local consultants	3,227.50	UNDP, PIU of the project #84642	Based on analysis of volumes and calorific value of the collected and burnt vegetation biomass and comparison to the volumes and calorific value of fossil fuel (gas or diesel), and also based on the analysis of active ground water level regulation, a system of precise identification of "carbon benefits" developed.

			Activi	ty by Q	uarters	, USD								
Activity#		Description	Q1	Q2	Q3	Q4	Implementing Partner	Fund	Donor	Budget account	Budget account description	Funds planned, USD	Responsible party	Annual target, %
Actions	2.3	Promoting successful project experience replication.					MNREP	30079	EU				UNDP, PIU of the project #84642	Raised awareness of the project's results of stakeholders and general public of local, state and international levels. Not less than 3 educational seminars and not less than 3 PR-campaigns conducted with participation of stakeholders. The project has well maintained relationships with mass media aiming at dissemination of information on project implementation and support of its positive image with government, mass media, scientific organisations, general public in Belarus and abroad. Published not less than 10 articles in print and electronic media, prepared not less than 5 interviews. The project duly organized and conducted public events in accordance with annual work plan.
	2.3.1	Preparation of information and promotional materials, organization of PR-campaigns					MNREP	30079	EU				UNDP, PIU of the project #84642	
	2.3.1.1	Development of pilot projects of implementation of activities on sustainable use of peatland territories.					MNREP	30079	EU	71300	Local consultants	3,310.50	UNDP, PIU of the project #84642	Based on successful experience of pilot project 3 projects are developed for implementation at other peatlands.
	2.3.1.2	Promotion of project materials publishing in mass media.					MNREP	30079	EU	72100	Contractual services - companies	5,000.00	UNDP, PIU of the project #84642	Conducted press-tour for representatives of mass-media in order to demonstrate innovative approaches to conservation and sustainable use of peatland ecosystems of "Sporaūski"
										71600	Travel	100.00		and "Zvaniec" reserves.
	2.3.1.3	Exchange of experience on vegetation biomass use				,	MNREP	30079	EU	72100	Contractual services - companies	6,500.00	UNDP, PIU of the project #84642	Demonstrated ecologically safe and economically viable methods of management of open lowland bogs with use of technics for biomass harvesting within the International
										71600	Travel	200.00	project no to 12	Championship on manual hay-mowing "Sporava Hayfields-2017".
										74200	Audio Visual and Printing Production Costs	9,805.93		Prepared academic brochure on methods and ways of
	2.3.2.	Preparation and spreading of promotional and printed materials					MNREP	30079	EU	71300	Local consultants	500.00		collection and use of peatland biomass. Prepared a promo video on ecological and economic viability of sustaining lowland bogs in open state.
										72100	Contractual services - companies	5,100.00		
							•			71200	International Consultants	10,000.00		
	2.3.3.	Final external project evaluation					MNREP, UNDP, PIU	30079	EU	71300	Local consultants	500.00	UNDP, PIU of the project #84642	Final external project evaluation conducted. The results or works are evaluated not lower than "satisfactory".
							, 110			72100	Contractual services - companies	1,500.00	project monu42	norms are evaluated not lower than satisfactory.
		Development of common approaches to monitoring of peatlands within implementation of "ClimaEast" pilot projects.					UNDP, PIU			71600	Travel	1,600.00		Discussed prospects of sustainable management of peatland territories within the final meeting of pilot projects of "ClimaEast" programme.

			Activit	ty by Qı	ıarters,	, USD				Dudget	Budget account	Funds planned,	Responsible	
Activity#		Description	Q1	Q2	Q3	Q4	Implementing Partner	Fund	Donor	Budget account	description	USD	party	Annual target, %
	2.3.5	Monitoring of achieved results according to objectives and goals of "ClimaEast" programme.					MNREP, UNDP, PIU			71600	Travel	4,500.00	UNDP, PIU of the project #84642	Participation in evaluation seminal of "ClimaEast" programme.
	2.3.6	Final seminar					MNREP, UNDP, PIU	30079	EU	72100	Contractual services - companies	5,400.00	UNDP, PIU of the project #84642	Conducted final seminar on project results.
							UNDP	30079	EU	74510	Bank charges	100.00	UNDP, PIU of the project #84642	
							UNDP	30079	EU	75100	Facilities & Administration	7,529.83	UNDP	
											Total for Activity 2:	114,298.76		-
3. Project	managem	lent	I -				I				1	·		
	3.1	Project Board work organization (PB)					MNREP	30079	EU	71600	Travel	1,000.00		Project Board (PB) accomplishes project implementation monitoring. Not less 2 PB meetings conducted.
	3.2	Project Implementation Unit work organization (PIU)					MNREP	30079	EU	71400	Service contract	17,740.00	UNDP, PIU of the project #84642	
	3.2.1	Project work plans preparation and approval with Project Board					MNREP	30079	EU				UNDP, PIU of the project #84642	Draft of project annual work plan for 2017 prepared and approved by MNREP and UNDP.
										73100	Rental & Maintenance- Premises	7,000.00		
										73400	Rental and Maintenance-Other Office Equipment	300.00		
										72400	Connectivity Charges	2,800.00		
	3.2.2	Preparation and implementation of project activities in accordance with the					MNREP	30079	EU	72500	Office supplies	900.00		Project actions fully implemented in accordance with work
	3.2.2	approved work plans								74500	Miscellaneous Expenses	300.00	project #84642	plan.
										71300	Local consultants	500.00		
su										72100	Contractual services - companies	300.00		
Actions										75700	Learning costs	160.00		
•	3.2.3	Project implementation reports development and submission to MNREP, UNDP and Ministry of Economy in accordance with approved schedule and forms	in acco with th approv proced	/ed			MNREP	30079	EU				UNDP, PIU of the project #84642	Project implementation reports developed and submitted to MNREP, UNDP and Ministry of Economy in accordance with approved schedule and forms.
	3.2.4	Participation in PB meetings and PB decisions implementation					MNREP	30079	EU					Participation in 2 PSC meetings.
	3.2.5	Preparation of TORs and contracts for project activities					MNREP	30079	EU					4 TORs and 4 contracts prepared for corresponding project activities implementation.
	3.2.6	Cooperation with MNREP and UNDP in project implementation					PIU	30079	EU					Continual cooperation with MNREP and UNDP regarding project implementation organized.
	3.3	Providing project office work.					MNREP	30079	EU				UNDP, PIU of the project #84642	Project office is functioning in accordance with work plan.
	3.4	Monitoring and project evaluation												

			Activi	Activity by Quarters, USD				nting		Budget				
Activity#		Description	Q1	Q2	Q3	Q4	Implementing Partner	Fund	Donor	Budget account	Budget account description	Funds planned, USD	Responsible party	Annual target, %
		Monitoring of achieved progress in accordance with UNDP procedures.					UNDP, PIU	30079	EU				UNDP, PIU of the project #84642	Regular update of data on project implementation in ATLAS web-management system
	3.4.2	Annual project implementation overview					UNDP, PIU	30079	EU					Report on achieved project results prepared and delivered to all project participants.
							UNDP	30079	EU	75100	Facilities & Administration	2,170.00	UNDP	
											Total for Activity 3:	33,170.00		
											GRAND TOTAL:	256,125.00		

List of acronyms	List	of	acro	nv	ms
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UNDP United Nations Development Programme

SPC Scientific and Practical Center for Bioresources of the National Academy of Sciences of Belarus

EU European Union

MNREP Ministry of Natural Resources and Environmental Protection of the Republic of Belarus

"Sporaūski" State Environmental Establishment "Republican biological reserve "Sporaūski"
PB Project Board

PB Project Board
PIU Project Implementation Unit

ATLAS UNDP's Enterprise Resources Platform

LMS UNDP Learning Management System platform

UNDP Programme Officer	Jeg 17	Igar Tchoulba	03 Mas 2014
			Date
UNDP Programme Associate		Ina Klimenkova	03.03.2017
	$\sqrt{}$		Date
UNDP Project Manager		Vladimir Koltunov	
			Date