



Project Title

Extension of Institutional Strengthening Project (Phase VI)

MPU Project Numbers

LEB/SEV/56/INS/68

UNDAF Outcome(s):

2. Rights based approach to human development

Expected Output(s):

Implementation of ODS Phase-out Activities

Ministry of Environment, Lebanon

Executing Entity: Implementing Agency

United Nations Development Programme (UNDP)

PROJECT SUMMARY

This project is the sixth phase of the Institutional Strengthening Projects aimed at phasing out the consumption of Ozone Depleting Substances (ODS) to meet the requirements of the Montreal Protocol to which the Government of Lebanon is signatory.

The project will be implemented using national execution modality through the National Ozone Unit (NOU) as a continuation of previous phases. The project aims at increasing awareness on the dangerous of ODS and increasing capacity on new technologies. The project is also responsible for monitoring and evaluating the progress of implementation of ODS phase-out activities, including the NPMP and HPMP projects, reporting on progress and liaising between sgovernment and responsible international agencies.

Programme Period: 2008 - 2011

ATLAS Award ID: 00057542 ATLAS Project ID 00071158

Start date: End Date

31 March 2009 31 March 2011

Total resources required US\$ 155,090

Total allocated resources: MLF

US\$ 155,090 US\$ 155,090

Management Arrangements

NEX

Agreed by Ministry of Environment,

Agreed by CDR N

0 3 JUL 2009

Agreed by UNDP





Annual Work Plan

Lebanon - Beirut

Report Date: 3/6/2009

Award Id: 00057542

Award Title: Extension of the InstitutnI Strengthening Project ISVI

Year: 2009

78,295.00									GRAND TOTAL	
78,295.00									TOTAL	
2,545.00	Miscellaneous Expenses	74500	MPU	63030	LEB-Ministry Of Environment					
1,500.00	Equipment and Furniture	72200	MPU	63030	LEB-Ministry Of Environment					
3,500.00	Contractual Services-Companie	72100	MPU	63030	LEB-Ministry Of Environment					
14,750.00	Contractual Services - Individ	71400	MPU	63030	LEB-Ministry Of Environment					
56,000.00	Local Consultants	71300	MPU	63030	LEB-Ministry Of Environment			Management & monitoring	00071158 Extension of the InstitutnI St	000711
Amount US\$	Budget Descr		Donor	Fund		End	Start			
	Planned Budget	P			Responsible Party	ıme	Timeframe	Key Activities	Project ID Expected Outputs	Project





Annual Work Plan

Lebanon - Beirut

Report Date: 3/6/2009

Award Id: 00057542

Award Title: Extension of the InstitutnI Strengthening Project ISVI Year:

Year:

76,795.00									GRAND TOTAL	
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2,545.00	Miscellaneous Expenses	74500	MPU	63030	LEB-Ministry Of Environment					
3,500.00	Contractual Services-Companie	72100	MPU	63030	LEB-Ministry Of Environment					
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Amount US\$	Budget Descr		Donor	Fund		End	Start			
	Planned Budget	P			Responsible Party	ıme	Timeframe	Key Activities	Project ID Expected Outputs	Project ID

Extension of Institutional Strengthening Projects PLAN OF ACTION

1. Country: Lebanon

2. National Implementing Agency / Ozone Unit: Ministry of Environment/National Ozone Unit

3. Implementing Agency: UNDP

4. Period of Extension: From: March 31, 2009 To: March 31, 2011

5. Amount of MLF funding requested: US\$ 155,090.00

6. Status of ratification:

Amendment	Ratification Date
London Amendment	31/03/1993
Copenhagen Amendment	31/07/2000
Montreal Amendment	31/07/2000
Beijing Amendment	21/11/2008

7. Consumption by group of substances and by sector. This is identical to the annual report the Ozone Units submit to the Fund Secretariat on the progress of implementation of Country Programmes. Please attach form with data for the most recent year or indicate when you sent it to the Secretariat if this has been done already.

Attached Annex I (Progress of Implementation of Country Programmes), submitted to the Secretariat in April 2008.

- 8. Indicate the main project objective for the next phase in relation to the country's compliance with the provisions of the Montreal Protocol:
 - Extension and increase in national awareness on dangers of ODS.
 - Dissemination of information on new technologies and ODS substitutes to the industrial sector in the country.
 - Dissemination of information to general public to sensitize about Lebanon's achievements with regard to ODS phase-out and on-going activities.
 - Monitoring and evaluation of progress of implementation of ODS phase-out activities.
 - Development and enforcement of legislation in support of effective monitoring and control of ODS.
 - Initiate actions to provide a suitable climate in the country for the expeditious phaseout of ODS.
 - Reporting, evaluation and analysis of ODS consumption & importation.
 - Liaison between government and responsible international agencies, information exchange with other parties.

- Completing the implementation of the NPMP to achieve complete phase-out by 2010.
 Preparation of the HPMP and initiation of public awareness activities on HCFC phase-out targets, control measures and alternative technologies.

9. Objectives planned activities per year and expected results:

Year	Objectives	Planned Activities	Results expected
	1- Strengthening Institutional Capacity	- Revision of the Workplans for the years 2009-2010 - Ensure sustainability of the work and credibility of the operation - Annual Reports on the Consumption / Importation of ODS for the years 2008 & 2009	1.1 Produce final Workplan 1.2 Implement Final Workplan 1.3 Monitoring & evaluation of the Workplan 1.4 Submit reports to the Ozone Secretariat & MLF Secretariat under the NPMP and the ISP contexts 1.5 Participate in all major International Meetings & Conferences, as necessary (ExCom, ImpCom, OEWG, MOP, Network Meetings)
1 st Year	2- ODS Data Collection and Needs Assessment	Update information of new ODS users including HCFCs data Update of information databank and produce reports on the Consumption / Importation of ODS including HCFCs data	Collection of ODS Data consumption. Collection of ODS Data importation Collection of HCFC Data importation and consumption Develop a Database application of ODS users/consumption/importation in the country
	3- Implementation of ODS Phase-out Activities	- Compliance with the work plan set out In the National Phase-out Management Plan (NPMP); Phases II & III - Completion of the remaining activities of the investment component under the NPMP context (Phase II & III) - Implementation of the formulated action plans under the Refrigeration Servicing Sector - Monitoring & Evaluation of ongoing and completed projects - Provision of technical advise and information to end-users on new technologies and products - Network between MoE & the Industrial sector, Governmental and Non-Governmental Authorities	 3.1 Phase-out of remaining CFCs in the Refrigeration (Mfg) Sector 3.2 Organize installation and commissioning of the procured equipments at the recipient enterprises under the NPMP; Phase II 3.3 Training on R&R equipment provided for recipient refrigeration servicing workshops 3.4 R&R equipments operational at the service and training establishments (Vocational Schools) 3.5 Information Dissemination and publicity for enrolling Refrigeration Technicians (under NPMP) 3.6 Implementation of the 2nd Phase of the Refrigeration Technician Training Program under NPMP 3.7 Completion of pilot retrofitting /

		- Initiation of the preparation of the HPMP	replacement demonstration conversions at the selected users 3.8 Follow up on the mechanism for monitoring the ongoing and completed projects 3.9 Organize one training/capacity building workshops for institutional and governmental stakeholders (NPMP) 3.10 Verification Report of CFC reductions 3.11 Build an information / Network among different agencies & Bilateral 3.12 Preparation of the HMPM for submission in 2009 or 2010
	4- Resource Mobilization	 Action plan for budget allocation and updating for projects implementation in all sectors under NPMP and ISP contexts Action plan for HPMP mobilization of activities 	4.1 Budget updating strategy to be prepared according to the NPMP phase out programme 4.2 Recruitment of international consultant 4.3 Develop HPMP Work Plan
1 st Year	5- Awareness Raising and Training of Key Stakeholders	Review of the awareness outreach programme Production of Awareness materials and tools Strengthen the cooperation with the ASHRAE, UNEP/ROWA and national universities Organization of Awareness Seminars and Workshops Development of partnership with the private sector within specific activities Initiating general awareness activities for HCFC phase-out	5.1 Update the awareness outreach programme upon the need 5.2 Design and develop new awareness materials targeting several groups 5.3 Develop awareness tools for the training programmes under NPMP 5.4 Organize field awareness activities (Beaches, ski resorts,) 5.5 Organize Seminars for schools, universities, NGOs & others 5.6 Organize press releases, TV Interviews 5.7 Identify resources for producing awareness materials (Industrial & Private Sector) 5.8 Increased awareness of public and governmental organizations on HCFC phase-out targets, control measures and alternative technologies
	6- Development of Supportive Legislation	- Adoption of the ODS Licensing System Decree - Ratification of Beijing Amendment to the Montreal Protocol - Training Programme for customs officers	 6.1 Enforcement of the ODS licensing System 6.2 Enforcement of the law of the ratification of Beijing Amendment 6.3 Monitor & evaluate the legislations put in force 6.4 Organize a training Programme to the Customs Officers, to support /strengthen the legislations in

		 Round table meeting with Governmental Authorities, Customs, ODS users & Importers Establishment of a Licensing Programme for Technicians in the Refrigeration sector Establishment of Quality and Performance Standards for Refrigeration products Establishment of Regulations and Codes of Practices for CFC usage, especially in the Refrigeration Servicing sector in coordination with UNEP/ROWA regional office 	order to fulfil the obligations of Montreal Protocol 6.5 Recruit consultant to establish a licensing programme for refrigeration technicians 6.6 Recruit consultant to establish quality and performance standards in the refrigeration sector 6.7 Recruit consultant to establish regulations and codes of for CFC usage
	1- Strengthening Institutional Capacity	- Revision of the Workplans for the years 2010-2011 - Ensure sustainability of the work and credibility of the operation - Annual Reports on the Consumption/Importation of ODS for the year 2009 and 2010	1.1 Produce final Workplan 1.2 Implement Final Workplan 1.3 Monitoring & evaluation of the Workplan 1.4 Submit reports to the Ozone Secretariat & MLF Secretariat under the NPMP and the ISP contexts 1.5 Participate in all major International Meetings & Conferences (ExCom, MOP, Network Meetings, OEWG)
2 nd Year	2- ODS Data Collection and Needs Assessment	Update information of new ODS users Update of information databank and produce reports on the consumption/importation of ODS	2.1 Collection of ODS Data consumption including HCFCs data 2.2 Collection of ODS Data importation including HCFCs data 2.3 Update the Database application of ODS users/ consumption / importation in the country
	3- Implementation of ODS Phase-out Activities	- Compliance with the work plan set in the National ODS Phase-out Management Plan (NPMP); Phases III & IV - Monitoring of the investment component under the NPMP context (Phase III & IV) - Completion the training component under the NPMP context (Phase I, II & III) - Monitoring & Evaluation of ongoing and completed projects	3.1 Completion reports of all the investment projects completed under the NPMP (II, III & IV) 3.2 Commissioning of the Refrigeration Servicing Workshops 3.3 Commencement of the 3 rd Phase of the Refrigeration Technician Program under NPMP 3.4 Completion of pilot retrofitting / replacement demonstration conversions at the selected users 3.5 Follow up on the mechanism for monitoring the ongoing and

	4- Resource Mobilization	- Provision of technical advise and information to end-users on new technologies and products - Network between MoE & the Industrial sector, Governmental and Non-Governmental Authorities. - Finalization and submission of HPMP - Action plan for budget allocation and updating for projects implementation in all sectors under HPMP and ISP contexts	completed projects 3.6 Verification Report of CFC reductions 3.7 Build an information / Network among different agencies & Bilateral 3.8 Submission of HPMP 4.1 Budget updating strategy to be prepared according to the HPMP phase out programme 4.2 Mobilization of resources funding for all activities related to HCFCs Phase-out
2 nd Year	5- Awareness Raising and Training of Key Stakeholders	Review of the awareness outreach programme Production of Awareness materials and tools Maintain the cooperation with the ASHRAE, UNEP/ROWA and national universities Organization of Awareness Seminars and Workshops Development of partnership with the private sector within specific activities Public awareness on HCFC phase-out	5.1 Update the awareness outreach programme upon the need 5.2 Design and develop new awareness materials targeting several groups 5.3 Develop awareness tools for the training programmes under NPMP 5.4 Organize field awareness activities (Beaches, ski resorts,) 5.5 Organize Seminars for schools, universities, NGOs & others 5.6 Organize press releases, TV Interviews 5.7 Identify resources for producing awareness materials (Industrial & Private Sector) 5.8 Increase awareness on HCFC phase-out targets, control measures and alternative technologies
	6- Development of Supportive Legislation	 Monitoring and Evaluation of the enforced legislations Updating legislations to include HCFCs Follow-up on the Licensing Programme for Technicians in the Refrigeration sector Follow-up on the Quality and Performance Standards for Refrigeration products Follow-up on the Regulations and Codes of Practices for CFC and HCFCs usage, especially in the Refrigeration Servicing sector 	6.1 Continuing enforcement of the existing controls 6.2 Prepare a mechanism for monitoring and maintaining the cooperation with the Customs 6.3 Initiate the preparation of the Licensing Programme for Technicians, the Quality and Performance Standards, the Codes of Practice for CFC usage in close cooperation with UNEP/ROWA regional office

10. Describe modalities how regular access of the Ozone Unit to senior decision-makers will be assured. Such modalities may include steering committees, advisory groups or inter-ministerial bodies:

The National Ozone Unit is responsible for coordinating, monitoring and implementing all Montreal Protocol activities related to ODS phase—out in Lebanon. The NOU's objective is to assist the Ministry of Environment in the effective and efficient phase-out of ODS, adoption of policies and regulations, monitoring procedures, management and monitoring of projects and programmes specified in the country programme, in order that the Government is able to meet its commitments under the Montreal Protocol.

The NOU is supervised jointly by the Directorate General office at the Ministry of Environment and the UNDP country office. Implementation of NOU activities is done in close cooperation with the National Focal Point appointed by the Ministry. The Project Manager reports directly to the Director General Office and to the Tri-Partite committee comprised of the Ministry of Environment, the UNDP Country Office and other stakeholders.

The NOU regularly seeks the advice of representatives of governmental authorities, NGO/s, private sector as well as academics.

Due to the side exposure that the NOU has at the national level and with different actors, the NOU plays a major role in contributing to the Ministry of Environment's network building. The purpose of this activity is to have the Ministry properly represented in occasions that contribute to the national environmental planning in the country and mainstreaming the Ministry doctrine in other public or private sector institutions.

11. Describe how the action plan for the IS project will be integrated in the national authorities' planning process:

The general objectives of the project are to meet the obligations of the Montreal Protocol and its amendments. Several major objectives relate to the direct Institutional strengthening in the planning process, and they are described as follows:

- Meeting the obligations of Montreal Protocol through the implementation of the National Phase-out Management Plan (NPMP) of the controlled substances under Annex-A, Group-1 substances
- 2) Implementation of the NPMP through a combination of instruments, namely investment, technical support, training and institutional support, by eliminating the CFCs consumption in the manufacturing sectors through the development of investment projects and the remaining consumption in the service sector (Refrigeration) through non-investment projects.
- 3) Compliance of Lebanon with the Montreal Protocol Schedule milestone of achieving the 85% reduction of the baseline consumption of Annex-A, Group-1 substances by the year 2008 and 100% reduction by January 2010.

- 4) Meeting the obligations of the MeBr National Phase-out Plan in accordance with the terms and conditions of the projects under implementation by UNDP (cut flower, tobacco, and vegetables) and UNIDO (strawberry).
- 5) Capacity building and technical assistance activities addressed to the Industrial Sector
- 6) Setting and implementing national public awareness /outreach strategies
- Development of policies and legislations and follow-up on their implementation to put them into the right track for enforcement.
- Setting up of the appropriate guidelines for close monitoring and evaluation of Phase-Out Projects.

12. Planned Project Cost:

	Planned Project Cost	MLF Funding	Counterpart Funding	Other Sources
a) Equipment component	1,500	1,500		
b) Professional Staff	110,000	110,000		
c) Support staff	29,500	29,500		
d) Consultants	4,500*	2,000*	2,500	
e) Operational cost	38,490	5,090	33,400	
f) Funds for public awareness	17,000	7,000	10,000	
g) Contingency				
h) Others including in- kind (specify)				
Total Amount	200,990	155,090.00	45,900.00	

^{*} This includes payment to Government officials for specific services rendered in support of the Ozone project on condition that the Government of Lebanon allows that through an official legal binding document

13. Personnel required:

Category and Numbers	Functional Titles/Expertise	Main Tasks		Time eriod
Professional Staff				
NPPP (1)	Project Manager	 A. MANAGEMENT ROLE A.1 Administration (Human resource and operational) tasks Support the assessment, planning and implementation of all projects activities. Draft communication strategies for the projects. Ensure the efficient operation of the NPMP project Work with international and local consultants 	2	Years

- as well as implementing agencies and experts to ensure a smooth operation of the NPMP activities.
- Ensure accountability of both projects to the beneficiaries.
- Produce workplans and update/evaluate the performance, the efficiency and effectiveness of the implementation of the projects.
- Serve as a main member of the Executive Committee to the Montreal Protocol for 2008.

A.2 Financial Management Task

- Support the elaboration of annual budgets for the projects area and certify various expenditures in conformity with the area work plan and operational activities.
- Provide analysis on financial and performance reports.
- Analyze and monitor overall financial expenditures.
- Revision of budgets allocated for the various activities with the Workplans.
- Process the financial closure of completed activities.

A.3 Technical Management tasks

- Provide substantive guidance to field operations.
- Follow-up progress with recipient enterprises undergoing CFC phase-out activities.
- Support the coordination process between various stakeholders in the course of phase-out project's implementation.
- Provide technical and analytical reporting to the MoE/UNDP as well implementing agencies with regard to strategic issues

A.4 Monitoring and Development Tasks

- Ensure timely organization of capacity development activities to all stakeholders.
- Prepare progress reports and data analysis on project implementation.
- Prepare and update work plans for project implementation.

B. CONTRIBUTION TO FURTHERING ENVIRONMENTAL INITIATIVES AT THE NATIONAL LEVEL WITHIN MOE

• Contribute to the Directorate General of

		Environment (DGoE) and the Service-in-Charge on several Environmental issues. • Advise to the DGoE with analytical and technical back-up to facilitate and support decision making on technical and administrative matters. • Provide technical analysis and follow up on various environmental issues and specific projects as requested by the DGoE. • Provide technical support to MoE's mission in advocating environmental management mainstreaming in the national planning. C. ACT AS A SENIOR EXPERT TO UNDP, ENERGY AND ENVIRONMENT PROGRAMME • Contribute to the E&E Programme Manager, through the provision of technical backstopping and support on different Environmental projects common to UNDP and MoE. • Support to the E&E Programme Manager in the coordination process between the different projects common to MoE & UNDP.		
Support Staff				
NSPP (1)	Administration and Communication Assistant	 A. ADMINISTRATIVE TASKS Assist in all administrative, operational and logistical aspects of the project. Handle the filing, accounting and documentation systems of the project. Assist in the preparation of contractual documents (consulting contracts, subcontracts, and procurement) in adherence with UNDP requirements. Prepare financial reports on project expenditures and finances and follow-up financial matters with UNDP country office. Responsible for the information database of the project Responsible for the organizational arrangements for implementing agencies experts and staff visits. Assist in the scheduling and organization of meetings, workshops and events. Provide support and assistance to the project specialists. Ensure that all office equipment are duly 	2	Years

- checked and maintained by maintenance contracts.
- Draft minutes of meetings and oversee all work activities of administrative support aspect.

B. COMMUNICATION TASKS

- Assist in the day-to-day activities in the implementation of the IS Phase IV.
- Identify the needs in the project in terms of national information dissemination on the ozone depletion problem.
- Create a variety of graphics, covers, CD packaging, etc. for technical reports, professional presentations, newsletters, and other documents.
- Develop the project web site and handle the regular updating of the project web site.
- Develop a Newsletter for the project.
- Develop Awareness outreach Programmes and Educational Programmes to the private sectors, schools, clubs, NGOs and any other identified target groups as identified by project management.
- Create and organize awareness activities and events.
- Design and develop various awareness and teaching tools
- Responsible for the marketing/ distribution of the education and awareness material
- Respond to the DGoE and UNDP E&E
 Programme needs on awareness and
 communication matters in terms of graphic
 design, art, multimedia and anything within
 his/her area of expertise.

14. Title and schedule of reports to be submitted:

To Whom:	Title of Report	Planned Submission (Year/Quarter)
1. Government Departments	- Half Yearly Progress Report	June 2009 & 2010
	-Tripartite Report	Dec 2009 & 2010
2. Reports to Multilateral Fund Secretariat	Progress Report	2009 & 2010/
		1 st May
3. Reports to Ozone Secretariat	Progress Report	2009 / 2010 30 th Sept
4. Implementing Agency	All Above	Same Dates
5. Other Implementing Agency(ies)	-	
6. Bilateral Donor(s)	-	-
7. Others	-	_

15. Action Plan prepared by:

Name of Officer responsible for preparing the Action Plan:	Mazen K. Hussein
Title:	Project Manager
Organization/Agency/Ministry:	UNDP - National Ozone Unit
Date:	09/09/2008

16. Government endorsement:

Action Plan authorized by:	Ms. Rola El Sheikh	
Title:	National Focal Point	
Supervising Organization/Agency/Ministry:	Ministry of Environment	
Date:	09/09/2008	
Signature:		

17. Submission of Action Plan:

Name of Implementing Agency:	UNDP
Name of Project Officer:	Mr. Edgard Chehab / Programme Manager
Date:	09/09/2008

Comments of Implementing Agency:

The IS Project Phase V, achieved the expected results mainly through the project interaction with the industrial sectors, government and non-governmental bodies, the private sector and the public as well. However, it is to note that the future planned activities require extra efforts and time in meeting the Montreal Protocol obligations mainly the ODS reductions schedule under the context of the NPMP project and the agreement of the Government of Lebanon with the Executive Committee to the Montreal Protocol as well activities related to the HCFCs Phase-Out plan. It is to note the successful achievement made so far in the implementation of the NPMP activities Phase – I (Investment Component), and the initiation in setting the plan of action for the remaining phases. As this process will require a lot of time and in order to establish a good baseline for the Ministry of Environment to sustain the project outcomes. The plan for the next phase (Phase VI) should take into account the support required to undertake the planned activities.

ANNEX 1 – PROGRESS OF IMPLEMENTATION OF COUNTRY PROGRAMMES

LEBANON COUNTRY

REVISED COUNTRY PROGRAMME REPORT FORMAT YEAR: January to December of the year

A. Data on Controlled Substances (in METRIC TONNES)

NOTE: Date entry is required in UNSHADED cells only

000000 0000 0000 00.0 0000 18.50 8888 0000 000 0000 0.00 446.81 32 50 32 50 451 48 0.00 0000 0000 0000 TOTAL 000 0.00 Tobacco 32.50 OPS Non-OPS 0000 000 000 800 000 000 000 00.0 0000 000 00.0 00:0 00 o 0.0 Use by Sector Process 0000 0000 0.00 000 0.00 333.60 000 0000 000 0.00 Menufestaring Servicing 266.00 79.00 2 00 2000 00:0 000000 0.00 Fire FlgMing 1,17 1.17 1 00 8 8 8 Annex B, Group III Methyl chloroform Annex A, Group II Halon 1211 Annex B, Group I Annex B, Group II Annex C, Group I HCFC-142b HCFC-123 HCFC-141b CFC-12 CFC-113 CFC-116 Sub-Total Sub-Total

QPS = Quarantine and pre-shipment, Non-QPS = Non-quarantine and pre-shipment 1.00

1 Where the data involves a blend of two or more substances, the quantities of individual components of controlled substances must be indicated separately, a g. For 8502 consisting of 51.2% CFC-115 and 48.6% MCFC-22, indicate the total quantity of each controlled substance (i.e., CFC-115 and HCFC-22) in the appropriate row. 2 Where applicable.

3 indicate relevant controlled substances