



United Nations Development Programme  
Lebanon  
Project Document

<b>Project Title:</b> Support to 2MSP on Convention for Cluster Munitions in Lebanon
<b>UNDAF Outcome(s):</b> Outcome 1: by 2014, governance reforms and practices, with focus on national dialogue and inclusive participation, and government effectiveness and accountability, are institutionalized at all levels.
<b>Expected CP Outcome(s):</b> Government capacities to address critical recovery issues improved.
<b>Expected Output(s):</b> <ol style="list-style-type: none"><li>1. Administrative, logistical and technical support provided to the Ministry of Foreign Affairs to organize and implement the 2MSP</li><li>2. Awareness raising and outreach strategy developed and implemented in the lead up to 2MSP</li><li>3. MOFA's advocacy efforts to promote universalization and regional adherence to the Convention supported</li><li>4. Lebanese government obligations as president and state party fulfilled</li></ol>
<b>Implementing Partner:</b> Ministry of Foreign Affairs and Emigrants(MoFAE) – Cluster Munitions Coalition (CMC) – Lebanese Mine Action Center (LMAC) – United Nations Office for Disarmament (UNODA)
<b>Responsible Parties:</b> MoFA and UNDP

**Brief Description**

With the support of relevant partners, including the UN ODA, UN DSS, other States Parties to the CCM and the civil society organization CMC/ICBL, UNDP will work with MoFAE to ensure the successful implementation of the Beirut 2MSP and provide technical, logistic and administrative support to the Government of Lebanon in organizing the 2MSP.

As a follow up to the 2MSP, UNDP will facilitate and support the work of the MoFAE as President of the CCM through existing UNDP projects and other means to be agreed upon with MoFAE (e.g. PMO project; support to Parliamentary development project, support to LMAC etc.). Also, technical support to the government of Lebanon in reporting on the requirements of the convention will be provided upon the request of MoFAE.

Programme Period: <u>2011-2012</u>	Total resources required <u>\$ 1,450,717</u>
Key Result Area (Strategic Plan): <u>Restoring the foundations for local Development</u>	Unfunded budget: 967,221
Atlas Award ID: 00061542	In-kind Contributions Government of Lebanon 483,496
Start date: <u>June 2011</u>	GMS @ 7%: 62,690
End Date: <u>31 December 2012</u>	ISS @ 1%: 8,956
PAC Meeting Date: <u>27/4/2011</u>	
Management Arrangements: <u>Support to NIM</u>	

Agreed by Ministry of Foreign Affairs & Emigrants

H.E. Minister Adnan H. Mansour

Agreed by UNDP:

Mr. Robert Watkins, UNDP RR

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## **I. Situation Analysis**

### **Convention on Cluster Munitions (CCM)**

1. In February 2007, Norway launched an initiative known as the Oslo Process aimed at creating a treaty banning the use of cluster munitions. In partnership with likeminded states, the UN, ICRC and the civil society organization CMC. This process led to the negotiation and formal adoption of an international treaty prohibiting cluster munitions, the Convention on Cluster Munitions (CCM), at the Dublin Diplomatic Conference in May 2008.
2. The Convention on Cluster Munitions prohibits all use, stockpiling, production and transfer of Cluster Munitions. Separate articles in the Convention provide for assistance to victims, clearance of contaminated areas, destruction of stockpiles and international cooperation and assistance. The Convention entered into force 1 august 2010 and became legally binding for the first 30 States parties to the Convention.
3. In December 2008 Lebanon signed the CCM, which was approved by the Lebanese Council of Ministers in early 2010 and ratified by the Lebanese Parliament in November 2010. The treaty became legally binding for Lebanon on the first of May 2011.

### **First Meeting of States Parties in 2010, Vientiane, Lao PDR**

4. The First Meeting of States Parties took place in Vientiane, Lao PDR, from 9 to 12 November 2010. The meeting was concluded by the adoption of the 2010 Vientiane Declaration and the Vientiane Action Plan, which translates the legal obligations of States Parties into concrete actions. The Action Plan is both a priority list for States Parties and other implementation actors, and a tool to monitor implementation progress; it has the objective of ensuring effective and timely implementation of the provisions of the CCM following the First Meeting of States Parties. A progress report, the Beirut progress Report, is envisioned to be presented at the 2MSP under the lead of the current presidency, i.e. Lao PDR.
5. The States Parties to the Convention on Cluster Munitions agreed in the Vientiane Action Plan:
  - a. To continue to further develop the partnerships underpinning the Convention;
  - b. To promote the universalization of the Convention and its norms;
  - c. That States Parties with cluster munitions stockpiles will within one year of entry into force develop plans for the destruction of stockpiles;
  - d. That States Parties that reported cluster munitions contaminated areas under their jurisdiction will increase in 2011 their capacities for clearance and risk reduction activities;
  - e. That States Parties with cluster munitions victims in areas under their jurisdiction will increase in 2011 their capacities to assist cluster munitions victims;
  - f. That States Parties with obligations to destroy stockpiles, clear affected areas and assist victims will within one year after entry into force for that state party, develop or update comprehensive national plans for meeting all

obligations concerning stockpile destruction, clearance and victim assistance, identify resources currently available to meet these obligations and identify needs for international cooperation and assistance;

- g. To strive to actively involve and include relevant international and regional organizations and civil society in the development, implementation, monitoring and reporting of efforts to fulfill obligations under this Convention.

#### **Cluster Munitions Contamination and Clearance in Lebanon**

6. After more than 20 years of armed conflicts and Israeli occupation, Lebanon remains littered with hundreds of thousands of landmines and unexploded ordnances (UXO). These items continue to kill and maim people in Lebanon and hinder development and reconstruction efforts. Clearance of some highly impacted communities and success in mine risk education has reduced the casualty toll by 75 percent from 2000 to early 2006<sup>1</sup>. As a consequence of the July-August 2006 conflict, in 2006 alone, 215 cluster sub-munitions casualties were registered and approximately 36 percent of the land used for livelihood activities was contaminated.<sup>2</sup>
7. The Lebanon Mine Action Programme (LMAP) was established in 1998 to meet the transient need for humanitarian action, and to support long-term development objectives. The purpose of the LMAP is a) to prevent the loss of life or injury by mines/UXO, through humanitarian mine action, and b) to facilitate broader socio-economic development, through the removal of the mine/UXO threat, creating awareness of hazards and facilitating assistance for mine accident victims.<sup>3</sup>
8. UNDP has through the projects “Support to the National Demining Office” and “Support to Lebanon Mine Action Programme – Phase II” contributed to the ongoing capacity building of the Lebanon Mine Action Centre (LMAC). Significant achievements include a) the adoption of a planning system incorporating an end-state for mine action strategy, b) a long term five year (2008-2012) plan, c) an annual integrated work plan (IWP) and d) an Annual Report.

#### **Second Meeting of States Parties in 2011, Beirut, Lebanon**

9. Following the proposition by Lebanon in September 2010 to host the 2MSP, Lebanon was announced President-designate at the 1MSP in Vientiane in recognition of its offer. The 2MSP is now scheduled to take place in Beirut, from 12 to 16 September 2011. In addition to the support of the UN ODA, delegated by the UN Secretary-General to carry out secretarial functions of the Convention and other relevant support from UN DSS, Lebanon has requested UNDP Lebanon and UNDP/BCPR to support Lebanon in the preparations of the Second Meeting of States Parties.

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<sup>1</sup> Lebanon Mine Action Centre data

<sup>2</sup> Handicap International, ‘Circle of Impact: The Fatal Footprint of Cluster Munitions on People and Communities’, May 2007.

<sup>3</sup> Lebanon End-state Strategy, 2004.

## II. Strategy

This project builds upon the United Nations Development Assistance Framework 2010-2014 (Outcome 1: by 2014, governance reforms and practices, with focus on national dialogue and inclusive participation, and government effectiveness and accountability, are institutionalized at all levels). It is also in line with UNDP's Country Programme Document (CPD) and Country Programme Action Plan (CPAP), which outlines continued support to mine action as a key priority for strengthening government capacity for recovery.

The project will assist in establishing a Lebanese national working group tasked with organizing the Second Meeting of States Parties to the Convention on Cluster Munitions. It will aid in mobilizing appropriate support, assist the working group in supporting the Government's task force, and help the Government carry out its duties under the Convention's Presidency.

With support of other relevant UN bodies such as UN ODA and UNDSS, UNDP country office in Lebanon and the Bureau for Crisis Prevention and Recovery will ensure a successful implementation of the Beirut 2MSP and provide technical, logistic and administrative support to the Ministry of Foreign Affairs and Emigrants of Lebanon in organizing the 2MSP.

As a follow up to the 2MSP, UNDP will facilitate and support the work of the MoFAE as President of the CCM through existing UNDP projects and other means to be agreed upon with MoFA (e.g. PMO project; support to Parliamentary development project, support to LMAC etc.) in the period leading up to the 3MSP. Also, technical support to the Government of Lebanon in reporting on the requirements of the CCM will be provided as and when requested by MoFAE.

The main objectives of this project are as follows:

- To provide effective and efficient support to the 2MSP on the Convention on Cluster Munitions to be held in Beirut (12-16 September 2011) and to ensure the widest and highest-level participation in the meeting;
- Support MoFAE in its universalization efforts, to spread more understanding of the importance of the Cluster Munitions Convention and support new signatories and ratifications, specifically within the Arab region;
- To assist the MoFAE in carrying out its obligations as President of the Convention; and
- To provide technical and administrative support to the Government of Lebanon in relation to the implementation and reporting of the Convention.

The support provided by UNDP will comprise of the following components:

1. Support the organization of the meeting: UNDP will draw on its capacity and experience to facilitate the organization of the meeting. UNDP will provide logistical support to the organization and execution of the different activities of the project as well as support for the administration of the funds of the project, formalization of contracts and all procedures that involve acquisitions and procurement. Also, UNDP will draw upon its global network of Country Offices to facilitate travel and logistical arrangements within the framework of a sponsorship programme administered by BCPR.
2. Assist in the mobilization of the resources needed to organize the 2MSP. The UNDP country office in Beirut will be closely liaising with BCPR in Geneva, friends of the President and other relevant key stakeholders of the Convention to ensure that sufficient funds are mobilized.
3. Advocating for full participation in the meeting: UNDP/BCPR and Country Offices will liaise with national governments to encourage their participation in the 2MSP. Working in coordination with UNDP Resident Representatives in the region and the Cluster Munitions Coalition, UNDP will encourage the appropriate participants of national governments to attend the 2MSP. UNDP/BCPR will also advocate for States' participation with Missions in Geneva and New York.
4. In collaboration with national NGOs, friends of the Convention, MoFAE, and LMAC, support the development and implementation of a plan for key events in the build up to 2MSP. Support the organization of meetings and other outreach activities to explain the importance of the convention and advocate for its universalization.
5. Assist with the requirements of the task force established to support the 2MSP to the Convention.
6. In close consultation with the UN ODA and BCPR, support the development and launch of a website and web based registration application for the Second Meeting of States Parties to the Convention on Cluster Munitions. The website and web based application are intended to provide an efficient service for participants to gain information on and register for the official meeting online. This does not exhaust the registration procedures required by UN ODA but will function for a smooth planning and execution of the event.
7. In close consultation with UN ODA and UN DSS, ensure that the venues of the meeting (Phoenicia & Monroe) meet the technical specifications required in accordance with specifications laid out in the Host Country Memorandum of Understanding between UN ODA and the government of Lebanon. As around 800 participants and more are expected to participate in the meeting, only three venues in Lebanon were identified as potential venues. Based on the specifications provided by UN ODA, quotations were requested from the three

potential venues and Phoenicia was the lowest. In addition, based on the quotation and the convenient central location of Phoenicia, MoFAE decided to hold the meeting in Phoenicia.

8. Support the MoFAE as required in performing its duties and functions of Presiding over the 2MSP.

### III. Results and Resources Framework

<p><b>Intended Outcome as stated in the Country Programme Results and Resource Framework:</b> Government capacities to address critical recovery issues improved</p> <p><b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets.</b></p> <p>Indicator 1.1 : National policy framework for mine action/coordination system created</p> <p>Baseline 1.1 National policy on mine action developed</p> <p>Target 1.1 Creation of a national policy framework for mine action and development of an independent management and planning system for mine action coordination</p> <p><b>Applicable MYFF Service Line:</b> Restoring the foundations for local development</p> <p><b>Partnership Strategy:</b> Collaboration with MoFAE, LMAC, UNDP BCPR, UN ODA, UN DSS, CMC and other key stakeholders</p> <p><b>Project title and ID (ATLAS Award ID):</b> Support to 2MSP on Convention for Cluster Munitions in Lebanon - Project ID: 00077997 – Award ID: 00061542</p>			
Intended Outputs	Indicative Activities	Responsible parties	Inputs
<p><b>Output 1:</b>  <b>Administrative, logistical and technical support provided to the Ministry of Foreign Affairs &amp; Emigrants to organize and implement the 2MSP</b></p> <p><b>Target:</b> Successful organization of 2MSP</p> <p><b>Baseline:</b> 1MSP 2010 Vientiane Declaration</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Adequate resources mobilized</li> <li>- Number of state parties participating</li> <li>- Number of participating countries and international organizations &amp; institutions</li> </ul>	<p><b>Activity result 1:</b>  <b>Adequate support provided to the national task force that is leading the organization of the 2MSP</b></p> <p><u>Action 1</u>  Support the preparation of the task force meetings (e.g. agenda, minutes, etc);</p> <p><u>Action 2</u>  Follow-up on the implementation of the task force decisions with relevant stakeholders;</p> <p><u>Action 3</u>  Liaise with the members of the task force and other stakeholders to discuss emerging issues/requests;</p> <p><b>Activity Result 2:</b>  <b>Adequate Resources mobilized for the 2MSP</b></p> <p><u>Action 1</u>  Support the organization of regular meetings with foreign embassies in Lebanon and international organizations</p> <p><u>Action 2</u>  Prepare briefings for foreign embassies in Lebanon to keep them updated on the work on the 2MSP</p> <p><b>Activity result 3:</b>  <b>Action plan for organization of 2MSP finalized and implemented</b></p>	<p>UNDP, MoFAE</p>	<p>Meet &amp; Greet volunteers at Airport &amp; Hotels (4 days)  Volunteers Registration Clerks (3 days)  Assistant Conference room Officers (6 days)  Assistant Reproduction Officers (6 days)  Messengers/assistance documents distribution officers (6 days)  USD 24,300.00  IUNV Project Coordinator Salary 12,075 (25% of total salary for 21 months)  Procurement, Administrative &amp; Finance Officer Salary (IC contract for 9 months) 21,600.00  Registration &amp; Website administrator Salary 21,000.00 (IC contract for 7 months))  Transportation Coordinator 7,000 (IC contract for 2 months)  Transportation Coordinator Assistant 4,000 (IC contract for 2 months)  Phoenicia venue contract  Monroe Side event</p>

<p><b>Output 2:</b>  <b>Awareness raising and outreach strategy developed and implemented in the lead up to 2MSP</b></p> <p><b>Target:</b> More national stakeholders engaged in 2MSP and awareness raised on convention</p> <p><b>Baseline:</b> National stakeholder draft plan of activities</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Intensity of national and regional media coverage</li> <li>- Number of activities implemented</li> </ul>	<p><u>Action 1</u>  Develop a plan and a detailed budget for the logistical and organizational work required</p> <p><u>Action 2</u>  Launching and finalization of all procurement needed including conference venue, hotels, transportation etc.</p> <p><u>Action 3</u>  Setup and implementation of conference registration system</p> <p><u>Action 4</u>  Ensure measures are taken to facilitate accessibility of people with special needs to venues and events</p>		<p>158,000.00</p> <p>Opening Ceremony  Dinner &amp; Lunch  104,700.00</p> <p>Communication 5,000</p> <p>Accessibility equipment  Transportation  Field Visit  143,100.00</p> <p>Exhibition Areas  Registration &amp; Welcome Package  50,195.00</p> <p>Stationary &amp; Office Supplies 26,186.90</p> <p>Conference &amp; Offices Equipment  89,280</p> <p>Counselor services - Visas  Security</p> <p>Health 334,500.00</p> <p>Audio Visual&amp;Print Prod 64,995.00</p> <p>Audit fees 7,000</p> <p>UNDP GMS 43,626</p> <p>UNDP ISS 6,232.32</p>
	<p><b>Activity Result 1:</b>  <b>In collaboration with MoFAE, friends of the convention and CMC an outreach strategy developed and implemented</b></p> <p><u>Action 1</u>  Build relationships with journalists to promote the Convention on Cluster Munitions and the 2MSP</p> <p><u>Action 2</u>  Organize and launch a media campaign</p> <p><u>Action 3</u>  In collaboration with CMC and other stakeholders support the organization of different events (workshop, tournaments)</p>	<p>UNDP, MoFA,  CMC, UNODA</p>	<p>71500- IUNV Project Coordinator  Salary 12,075 (25% of total salary for 21 months)</p> <p>meetings and workshops 10,000.00</p> <p>Media Coordinator (IC for 1 month)  5,000</p> <p>Media Officer (MOFA) 21,000.00</p> <p>Media Campaign 200,000.00</p> <p>UNDP GMS 15,895.25</p> <p>UNDP ISS 2,270.75</p>



<p><b>Output 3:</b>  <b>MoFAE's advocacy efforts to promote universalization and regional adherence of the Convention supported</b></p> <p><b>Target:</b> More Arab regional states engaged in CCM/2MSP</p> <p><b>Baseline:</b> Iraq and Lebanon are the only Middle Eastern CCM signatories</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Number of engaged regional stakeholders/states</li> <li>- Intensity of regional media coverage</li> </ul>	<p><b>Activity result 1:</b>  <b>Arab regional states are more aware of the convention and will participate in 2MSP</b></p> <p><u>Action 1</u>  Support the participation of the government of Lebanon in relevant forums to promote adherence to the Convention</p> <p><u>Action 2</u>  Provide MoFAE with relevant information with regard to convention</p>	<p>UNDP, MoFA</p>	<p>IUNV Project Coordinator Salary 12,075 (25% of total salary for 21 months)  Travel 18,660  Protocol Liaison Officers 1,600.00  UNDP GMS 1,367.73  UNDP ISS 195.39</p>
<p><b>Output 4:</b>  <b>Lebanese government obligations as president and ratifying state party fulfilled</b></p> <p><b>Target:</b>  2011 Beirut Progress Report adopted Lebanese government 1<sup>st</sup> Art 7 transparency report on CCM drafted and submitted</p> <p><b>Baseline:</b> Vientiane Action Plan 2010</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Beirut Progress Report finalized</li> <li>- 1<sup>st</sup> Art 7 report on CCM finalized</li> </ul>	<p><b>Activity Result 1:</b>  <b>Submission of 1<sup>st</sup> report on the implementation of the convention by the Government of Lebanon through the MoFAE completed</b></p> <p><u>Action 1</u>  Support dissemination of all relevant information on the convention to key stakeholders</p> <p><u>Action 2</u>  Facilitate gathering of relevant information in relation to 1<sup>st</sup> report on CCM implementation</p> <p><b>Activity result 2:</b>  <b>MoFAE meets its obligations as President of CCM</b></p> <p><u>Action 1</u>  Assist the efforts of the President to develop a regular work programme and meeting schedule for 2011</p>	<p>UNDP, MoFA</p>	<p>IUNV Project Coordinator Salary 12,075 (25% of total salary for 21 months)  Operational Cost 13,308.67  UNDP GMS 1,801  UNDP ISS 256.59</p>











## **V. Management Arrangements**

The Implementing Partner is the Ministry of Foreign Affairs and Emigrants (MoFAE) that is responsible and accountable for managing the project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of UNDP resources. MoFAE will enter into agreement with UNDP (the “Responsible Party”) to assist in successfully delivering the project outputs. UNDP as the Responsible Party shall act on behalf of the MoFAE on the basis of a Memorandum of Understanding signed between the MoFAE and UNDP. Thus, the UNDP Country Office will provide the following services:

### **General Management Support:**

- Project identification, formulation, and appraisal
- Determination of execution modality and local capacity assessment
- Briefing and de-briefing of project staff and consultants
- General oversight and monitoring, including participation in project reviews
- Receipt, allocation and reporting to the donor of financial resources
- Thematic and technical backstopping through Bureaus
- Systems, IT infrastructure, branding, knowledge transfer

### **Implementation Support Services**

- Payments, disbursements and other financial transactions
- Recruitment of staff, project personnel, and consultants
- Procurement of services and equipment, including disposal
- Organization of training activities, conferences, and workshops, including fellowships
- Travel authorization, visa requests, ticketing, and travel arrangements
- Shipment, custom clearance, vehicle registration, and accreditation

All services shall be provided in accordance with UNDP procedures, rules and regulations.

Project management responsibilities will be distributed according to the following roles: Project Board, Project Assurance, Project Coordinator, and Administrative Support Services.

The Project Board will perform the following responsibilities:

- Ensure that adequate mechanisms are in place to guarantee the transparency and accountability as well as the efficiency of project operations.
- Participate in all stages of project process (design and formulation, appraisal, implementation, evaluation, etc.);
- Build consensus around the project’s strategies and planned results, including the links between its outputs and the intended outcomes;
- Provide advice when substantive changes are needed in the project’s planned outputs, strategies or implementation arrangements;

- Oversee progress, participate in field visits to project sites, consult with beneficiaries, and ensure that potential opportunities and risks, including lessons learned from experience, are taken into account by the project management;
- Assess performance and approve project work-plan and budget revisions;
- Provide guidance to the project coordinator (see para project coordinator below).

The Project Board shall include representatives of the Ministry of Foreign Affairs, LMAC, project donors, CMC and UNDP. The Project Board should meet regularly, at least every three months and whenever required. The proceedings of meetings are recorded. The project Coordinator should act as secretariat of the Project Board with the responsibility to call for meetings, distribute information and follow up on their recommendations.

The Project Coordinator will run the project on a day-to-day basis on behalf of the Implementing Partner, the Ministry of Foreign Affairs. The Project coordinator is responsible for day-to-day management and decision-making for the project in close collaboration with the MoFAE. Project coordinator responsibility is to ensure that the project produces the results (outputs) specified in the project document to the required standard of quality and within the specified constraints of time and cost.

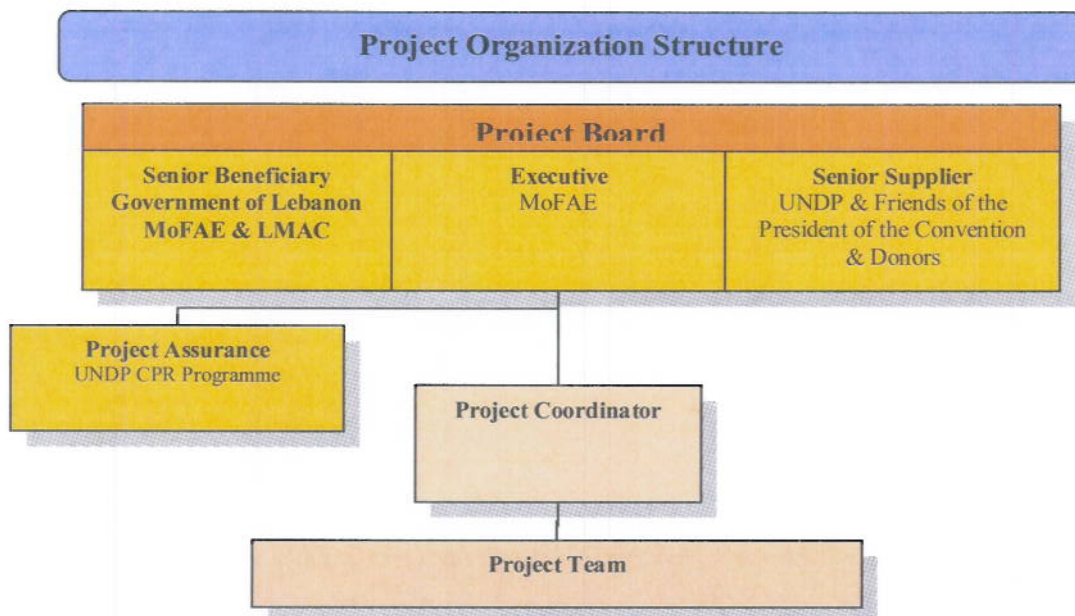
The Project assurance role shall be carried out by the UNDP Crisis Prevention and Recovery Programme, and will focus on the following elements: following up on management actions, keeping track of progress benchmarks, visiting project sites to contact beneficiaries and contractors, interpreting progress and technical reports, processing budget revisions, and making arrangements for evaluation and audit.

The Project Support shall provide project administration, management and technical support, to ensure successful implementation of the project as per the below:

- Procurement & Administrative Assistant
- Webmaster & registration Officer
- Event and Transportation officers
- Volunteers

The government will provide the project with office space in the Ministry of Foreign Affairs.





In accordance with the decisions and directives of UNDP's Executive Board reflected in its policy on cost recovery, donor contributions shall be subject to cost recovery by UNDP:

- Cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services.
- UNDP direct costs incurred for Implementation Support Services (ISS)

Upon the completion of the project and once UNDP pays all commitments in relation to the project, unutilized resources will be transferred to the cluster munitions clearance programme.

The project will be subject to an audit as per the UNDP guidelines. The organization, terms of reference and timing will be decided after consultation between the parties.

At the completion of the project, project equipment and materials (as per the project inventory list) will be transferred to the Ministry of Foreign Affairs and Emigrants, and an external auditor will be assigned to settle and confirm the final accounting.

## VI. Monitoring and Evaluation Framework

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following tools and methodologies.

Within the annual cycle:

- Based on the initial risk analysis submitted, a risk log shall be regularly updated by reviewing the external environment that may affect the project implementation.

- A Project Progress Report (PPR) shall be submitted by the Project Coordinator to the Project Board.
- A project Lesson-learned log shall be prepared and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be prepared, and updated to track key management actions/events

Annually:

- An Annual Review Report shall be prepared by the Project Coordinator and shared with the Project Board. As a minimum requirement, the Annual Review Report shall consist of implementing progress, challenges, lessons learned, as well as a summary of results achieved against pre-defined annual targets at the output level.
- At the end of the project a final assessment will be carried out. This assessment will be driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which the project achieved its outputs, and that these remain aligned to appropriate outcomes.

#### Quality Management for Project Activity Results

<b>Activity Result 1 (Atlas Activity ID)</b>	<b>Administrative, logistical and technical support provided to the Ministry of Foreign Affairs and Emigrants to organize and implement the 2MSP</b>		Start Date: June 2011 End Date: Dec 2011
<b>Purpose</b>	Successful organization of 2MSP		
<b>Description</b>	<ul style="list-style-type: none"> <li>- Adequate support provided to the national task force that is leading the organization of the 2MSP</li> <li>- Adequate Resources mobilized for the 2MSP</li> <li>- Action plan for organization of 2MSP finalized and implemented</li> </ul>		
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>	
Adequate resources mobilized	Grant agreements signed Progress reports	On-Going	
Number of participating countries and international organizations & institutions	2MSP outcome documents	September 2011	
Number of participating countries and international organizations & institutions	2MSP outcome documents Participants Lists	On-Going	

<b>Activity Result 2 (Atlas Activity ID)</b>	<b>Awareness raising and outreach strategy developed and implemented in the lead up to 2MSP</b>	Start Date: June 2011 End Date: Dec 2011
<b>Purpose</b>	More national stakeholders engaged in 2MSP and awareness raised on convention	

<b>Description</b>	– In collaboration with friends of the convention and CMC an outreach strategy developed and implemented	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Intensity of national and regional media coverage	Progress reports Media monitoring report	On-Going
Number of activities implemented	Progress reports	On going

<b>Activity Result 3 (Atlas Activity ID)</b>	<b>MOFAE's advocacy efforts to promote universalization and regional adherence of the Convention supported</b>	Start Date: June 2011 End Date: Dec 2012
<b>Purpose</b>	More Arab regional states engaged in CCM/2MSP	
<b>Description</b>	Arab regional states are more aware of the convention and will participate in 2MSP	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Number of engaged regional stakeholders/states	Progress reports	On going
Intensity of regional media coverage	Media reports	On going

<b>Activity Result 4 (Atlas Activity ID)</b>	<b>Lebanese government obligations as president and ratifying state party fulfilled</b>	Start Date: June 2011 End Date: Dec 2012
<b>Purpose</b>	2011 Art 7 report submitted in time and relevant outcome documents adopted by SPs at the 2MSP	
<b>Description</b>	<ul style="list-style-type: none"> <li>– Submission of 1st Art 7 report on the implementation of the convention by the Government of Lebanon through the MoFAE completed</li> <li>– MoFAE meets its functions' and responsibilities as President of CCM</li> </ul>	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Beirut Progress Report finalized	2MSP outcome documents	On going
1st Art 7 report on CCM finalized	Lebanon's first Art 7 report to CCM	November of 2011

## VII. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

1. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
2. Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".





## RISK LOG

Project Title: Support to 2 <sup>nd</sup> MSP		Award ID: 00061542		Date: 01/3/2011					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response	Owner	Submitted, updated by	Last Update	Status
1	Delays in receiving donor contributions	Project planning stage	Financial	The delay in funding may impact the delivery of the proposed outputs  Probability = 2 Impact = 5	-Proactive resource mobilization strategy.	UNDP	Project Manager		
2.	Bureaucratic delays	Project initiation stage	Political and Administrative	Delays in milestone delivery may take place due to changes at the national level (e.g. appointment of new Ministers; etc).  Probability = 2 Impact = 5	-strong relations with national counterparts at the technical level; - Partnerships built with a wide range of actors, to allow for broad ownership of the project objectives and activities.		Project Manager		