



Annual Work Plan 2016

United Nations Development Programme Pakistan

Project Title

Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase VIII

UNDAF Outcome(s):

Improved living conditions through environmental management for sustainable development

Expected CP Outcome(s):

(Those linked to the project and extracted from the CPAP)

Outcome 2.1

Creation of employment opportunities and decent work through industry, construction, services, vocational/skills training, agricultural and cultural development, as well as promoting youth employment and public-private partnerships

Reduction in use of HCFC's under the guidance of Montreal Protocol

Expected Output(s):

(Those that will result from the project and extracted from the CCPAP)

1. Stakeholder's awareness on environmental effects of the emissions of controlled and other substances promoted
2. Quota system based on international allocations for limiting the imports of HCFCs and ODS Phase-out Strategy implemented
3. Phase-out strategy for the consumption of 91.1 ODP Tons of CFC 11 and CFC 12 used in the manufacture of Metered Dose Inhalers (MDIs) in Pakistan implemented

Implementing Partner:

Ministry of Climate Change

Programme Period: 2015-2017

Key Result Area (Strategic Plan):
Institutional Strengthening of Ozone Cell for the implementation of Montreal Protocol
Atlas Award ID: 00057016

Atlas Project ID: 00072988

Start date: 1 January 2016
End Date 31 December 2016

2016 AWP budget: USD

Total resources required for IS: 112,233.50USD

Total resources required for MDIs 90,411.00 USD

Total allocated resources: 202,644.50 USD

Regular

- Other:
 - MLF for IS 112,233.50 USD
 - MDI Project 90,411.00 USD
 - Government _____

Unfunded budget: _____
In-kind Contributions

Responsible Parties:

Brief Description

Pakistan signed and ratified the Montreal Protocol on the substances that deplete the Ozone Layer in 1992. National Ozone Unit was created in the devolved Ministry of Environment to monitor the implementation of the various ODS phase out projects in collaboration with the national and international stakeholders to fulfill country's commitments under the Montreal Protocol. National Ozone Unit is responsible for enactment of policies/regularity measures to regulate the import of ODS and extend assistance to the ODS based industry into ozone friendly technology through the implementing agencies (UNDP, UNEP, UNIDO & World Bank) with the financial assistance of the Multilateral Fund.

Agreed by [Implementing Partner - NPD] _____

Agreed by UNDP (CD / DCD-P) _____

Annual Work Plan 2016

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	Amount US\$
		Q1	Q2	Q3	Q4				
Output 1: Stakeholder's awareness on environmental effects of the emissions of controlled and other substances promoted. Indicators: 1.1. Extent to which manufacturers produce Ozone friendly appliances/products. Scale: [0 = None; 1 = Very Partially; 2 = to some extent; 3 = to a large extent] 1.2. Number of Research studies disseminated to stakeholders in partnership with Universities on Ozone Depleting Substances. Baseline: 1.1 1 [very partially] 1.2 0 [None] Targets: 1.1 2 [to some extent] 1.2 1 [Very Partially]	Activity Result 1.1.1 Stakeholders engaged through Capacity building and Awareness campaigns Action 1.1.1.a 50 technicians involved/trained through Technical workshops for manufacturers of HCFCs based appliances.					MLFS	Training, workshop and conferences 75700 Travel 71600	3,500	
	Action 1.1.1.b 2 Seminars on ozone friendly appliances, their benefits for consumers and manufacturers held.		X		X	MOCC	MLFS	Training, workshop and conferences 75700 Travel 71600	4,000
	Action 1.1.1.c 4 brochures/leaflets/guides developed for sharing with stakeholders						MFLS	Training, workshop and conferences 75700 Travel 71600	3,000
	Action 1.1.1.d One (1) round of newspaper advocacy campaign (supplement on International ozone Day) completed						MFLS	Training, workshop and conferences 75700 Printing & Publication 74200	10,000
	Activity Result 1.2.1 Universities engaged in research Action 1.2.1.a One research conducted.	X	X	X	X	MOCC	Printing & Publication 74200	3,000	
							Total of output 1	23,500	

<p>Targets:</p> <p>2.1 12</p> <p>2.2 4 [Implemented Completely]</p> <p>2.3 2 [To a large extent]</p> <p>2.4 2 [To a large extent]</p>	<p>Action 2.3.1.c. 28th Meeting of the Parties will be attended to highlight Pakistan's point of view in the decision making process</p> <p>Activity result 2.4.1: Sensitization the stakeholders on Ozone friendly alternative ensured</p> <p>Action 2.4.1.a. 1 Workshop with Plant Protection department to discuss on phase-out strategy of Methyl Bromide and its alternatives</p> <p>Action 2.4.1.b. SOPs developed and agreed between MOCC and Plant Protection Dept. for phase-out of Methyl Bromide</p>	<p>1,000</p> <p>500</p> <p>12,200</p>													
<p>Output 3</p> <p>Phase-out strategy for the consumption of 91.1 ODP Tons of CFC 11 and CFC 12 used in the manufacture of Metered Dose Inhalers (MDIs) in Pakistan implemented</p> <p>Indicators:</p> <p>3.1.Number of Targeted pharmaceutical is certified as CFC free MDI's by Drug Regulatory Authority of Pakistan (DRAP)</p> <p>Scale: [0 = Not implemented; 1 = to some extent; 2 = to a large extent; 3 = to a substantial extent]</p> <p>Baselines_3.1: 1</p> <p>Targets 3.1: 1</p>	<p>Activity Result 3.1.1 Ensure CFC free MDIs available in Pakistan</p> <p>Action 3.1.1.a. 3 On-site independent inspections of the CFC free MDI process of pharmaceutical GSK</p> <p>Action 3.1.1.b. 1 technical consultant hired to Verify project deliverables. Preparation of Project Completion Report</p>	<p>50,000</p> <p>40,411</p> <p>90,411</p>	<p>TOTAL of Output 2</p>												

II. Monitoring Plan 2016
Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase VIII

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan				
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection
CPAP Outcome: Outcome 2.1 Creation of employment opportunities and decent work through industry, construction, services, vocational/skills training, agricultural and cultural development, as well as promoting youth employment and public-private partnerships	Number of initiatives on green, clean industries and jobs and low cost energy and climate change measures.	ODS (Ozone Depleting Substances) imports of 2009-2010	Identify the alternatives and training for the technicians and Customs officers	Survey, field observation	Annually	National Ozone Unit		Delay in implementation of Montreal Protocol due to uncertain Administrative changes or Natural Disaster .
CPAP Output: Reduction in use of HCFC's	The usage of Ozone Depleting substances has reduced	Average imports of 2009-2010	10 % reduction (from baseline 247.4 ODP tons) in HCFC by 2020 consumption	Survey, field observation	Annually	National Ozone Unit		The industry puts the commercial interests ahead of the environmental issues.
Output 1: Stakeholder's awareness on environmental effects of the emissions of controlled and other substances promoted. Indicators:	Activity Result 1.1.1 Stakeholders engaged through Capacity building and Awareness campaigns Action 1.1.1.a 50 technicians involved/trained through Technical workshops for manufacturers of HCFCs based appliances.		Seminar / workshops to be conducted to create awareness among the consumers, industry, importers, civil society, media and students. 6	Reports on the activities	Annually	Project Staff	23,500	

<p>1.1. Extent to which manufacturers produce Ozone friendly appliances/products.</p> <p>Scale: [0 = None; 1 = Very Partially; 2 = to some extent; 3 = to a large extent]</p> <p>1.2. Number of Research studies disseminated to stakeholders in partnership with Universities on Ozone Depleting Substances.</p> <p>Baseline:</p> <p>1.1 1 [very partially] 1.2 0 [None]</p> <p>Targets:</p> <p>1.3 2 [to some extent] 1.1 1 [Very Partially]</p>	<p>Action 1.1.1.b 2 Seminars on ozone friendly appliances, their benefits for consumers and manufacturers held</p> <p>Action 1.1.1.c 4 brochures/leaflets/guides developed for sharing with stakeholders</p> <p>Action 1.1.1.d One (1) round of newspaper advocacy campaign (supplement on International ozone Day) completed</p> <p>Activity Result 1.2.1 University engaged on research</p> <p>Action 1.2.1.a One Research conducted.</p>																																																																					
<p>Output 2: Quota system based on international allocations for limiting the imports of HCFCs and ODS Phase-out Strategy implemented.</p> <p>Indicators:</p> <p>2.1 Number of import data reports reviewed and compiled</p> <p>2.2 Extent to which the approved Quota is implemented and proportionally distributed amongst Importers/manufacturers</p> <p>Scale: [0 = Not implemented (0%); 1 = Implemented to some extent (25%); 2 = To a large Extent (50%); 3 = Substantially (75%); 4 = Implemented completely (100%)]</p>	<p>Activity Result 2.1.1: Import data scrutinized, Officials trained and compliance ensured</p> <p>Action 2.1.1.a 200 refrigeration technicians from services sector trained in Ozone Friendly technology</p> <p>Action 2.1.1.b. 60 Customs officers trained on implementation of policies.</p> <p>Action 2.1.1.c 30 Coast Guards / police officers trained on implementation of policies.</p>																																																																					

<p>2.3 Extent to which the members of parliamentary Standing Committee on Climate Change has been effective to implement HCFC's Phase-out strategy.</p> <p>Scale: [0 = Non-effective; 1 = to some extent; 2 = to a large extent; 3 = to a substantial extent]</p> <p>2.4: Extent to which the implementation of phase-out plan for Methyl Bromide ensures compliance.</p> <p>Scale: [0 = No compliance; 1 = to some extent; 2 = to a large extent; 3 = to a substantial extent]</p> <p>Baseline</p> <p>2.1 0</p> <p>2.2 0 [Not Implemented]</p> <p>2.3: 1 [To some extent]</p> <p>2.4 1 [To some extent]</p> <p>Targets:</p> <p>2.1 12</p> <p>2.2 4 [Implemented Completely]</p> <p>2.3 2 [To a large extent]</p> <p>2.4 2 [To a large extent]</p>	<p>Action 2.1.1.d. Preparation and submission of Country Report/Article 7 Data report to the secretariat of Montreal Protocol.</p> <p>Activity Result 2.2.1: HCFC Phase out Management Plan implemented</p> <p>Action 2.2.1.a 1 HFC Survey conducted to evaluate the utilization of HFC and the adopted technologies.</p> <p>Activity result 2.3.1 Capacity Building of Standing Committee members</p> <p>Action 2.3.1.a 35 members of parliamentary Standing Committees (Parliamentarians) engaged through federal level workshop on HCFC's Phase-out.</p> <p>Action 2.3.1.b. 37th OEWG (open ended working group) will be attended to discuss the issues to be brought for finalization in MOP (Meeting of Parties, MP) 28.</p> <p>Action 2.3.1.c. 28th Meeting of the Parties will be attended to highlight Pakistan's point of view in the decision making process.</p> <p>Activity result 2.4.1: Sensitization the stakeholders on Ozone friendly alternative ensured.</p> <p>Action 2.4.1.a. 1 Workshop with Plant Protection</p>				
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	<p>department to discuss on phase-out strategy of Methyl Bromide and its alternatives</p> <p>Action 2.4.1.b. SOPs developed and agreed between MOCC and Plant Protection Dept. for phase-out of Methyl Bromide.</p>	<p>Phase out of CFC based MDIs</p>	<p>Independent audit from local and international consultant</p>	<p>Independent audit</p>	<p>One time only</p>	<p>NPD/NPM / project staff / UNDP other stakeholders</p>	<p>90,411</p>	<p>NOC from Ministry of Health is required.</p>
<p>Output 3</p> <p>Phase-out strategy for the consumption of 91.1 ODP Tons of CFC 11 and CFC 12 used in the manufacture of Metered Dose Inhalers (MDIs) in Pakistan implemented.</p> <p>Indicators:</p> <p>3.1. Number of Targeted pharmaceutical is certified as CFC free MDI's by Drug Regulatory Authority of Pakistan (DRAP).</p> <p>Scale: [0 = not implemented; 1 = to some extent; 2 = to a large extent; 3 = to a substantial extent]</p> <p>Baselines: 3.1:1</p> <p>Targets: 3.1.1</p>	<p>Activity Result 3.1.1.1 Ensure CFC free MDIs available in Pakistan.</p> <p>Action 3.1.1.a. 3 On-site independent inspections of the CFC free MDI process of pharmaceutical GSK.</p> <p>Action 3.1.1.b. 1 technical consultant hired to Verify project deliverables. Preparation of Project Completion Report.</p>							

III. Recruitment Plan 2016

(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)

Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase VIII

#	Post Title	National/International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/EAD/IPP/PMU etc)	Contract Modality (TA/FTA/SC/NIMU/Govt)	Reporting to/ Supervisor	Duty Station	Contract Start Date	Contract End Date
1.	No recruitment plan so far for this year									

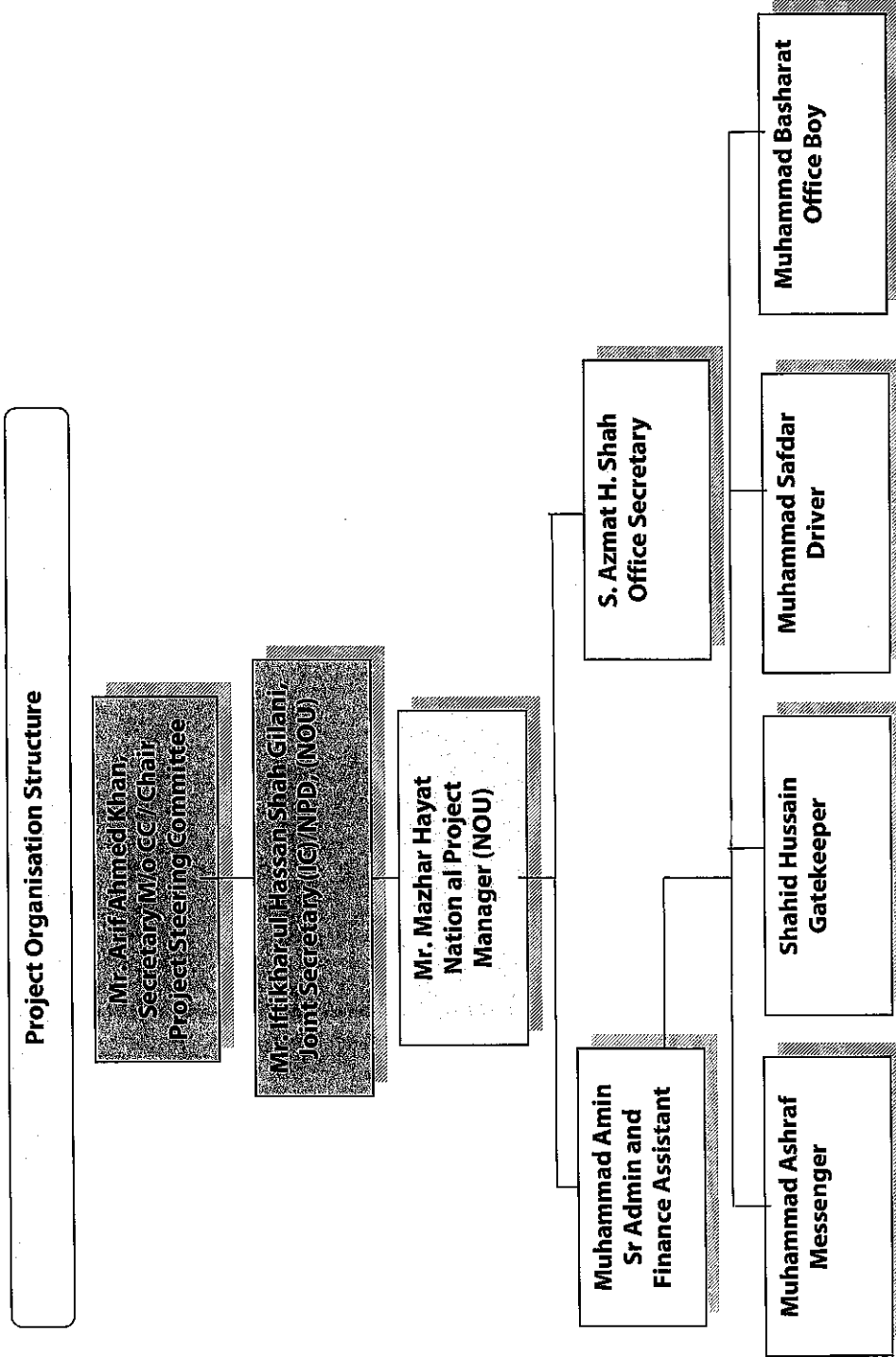
IV. Procurement Plan 2016
 Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase VIII

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AVIP 2016 – including goods, assets, services and works)

#	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EAD/IP/P MU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1	Core i5 / core i7 computer	Computer accessories	1,000	NOU	Quotation	N/A	N/A	N/A	N/A	N/A	N/A	Sr. A & FA

V. Management Arrangements

Management Arrangements at Regional Level



VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year. As necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.

Timeline /Target Date	Activity	Primary Responsibility
05 January 2016	Submit final Annual Progress Report 2015 to UNDP	Project Director/ Project Manager
28 February 2016	Annual audit of the project	SMU-UNDP
31 March 2016	Quarterly Progress Reports, including: a) Report on project progress and financial delivery	Project Manager
30 June 2016	b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change)	
30 September 2016	c) Update of Risk Log (Reviewing of external environment that may affect project implementation)	
1 November 2016	Prepare draft Annual Work Plan 2017 and budget and present at UNDP annual retreat on 4-5 November 2016	Project Manager
11 November 2016	Review of AWP for Quality assurance, alignment with CPAP and UNDP priorities, results orientation and resource availability	ACD UNDP and Program Officer
30 November 2016	Organize Project Steering Committee to: a) Review of project contribution to results and financial delivery 2016; b) Review and endorsement of AWP 2017	Project Director/ Project Manager
6 December 2016	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP	Project Director/ Project Manager
13 December 2016	Approval of AWP by UNDPs	ACD UNDP and Program Officer
31 December 2016	Review and provide feedback on the project APR to NPM	ACD UNDP and Program Officer

VII. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the Provisions to the Project attached hereto and forming an integral part hereof, as "the Project Document"

Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]

Consistent with the above Supplemental Provisions, 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. To this end, the Implementing Partner shall:

- a) 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;
- b) 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 the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]¹.

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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

¹ Use bracketed text only when IP is an NGO/IGO

ANNEXES

Annex 1: Risk log matrix (An assessment of risks that may affect the project implementation and achievement of results)

OFFLINE RISK LOG

(see Deliverable Description for the Risk Log regarding its purpose and use)

Project Title: Institutional Strengthening of National Ozone Unit for the implementation of Montreal Protocol Phase VIII									
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mitigation Response	Owner	Submitted / updated by	Last Update	Status
	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = <i>(In Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk <i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk <i>(in Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(in Atlas, use the Management Response box)</i>
1	Frequent change in the top project management	2015-16	Operational	Difficulties in meeting the timelines. P = 3 I = 5	NPM has been taken on board in fourth quarter of the year. National Project Director changed three times.	NOU	NOU	NPM and NPD both are on board	Decreasing
2	Achievement of 10% (from baseline 247.4 ODP tons) reduction of HCFCs target	2015-16	Policy	The Multilateral Fund Secretariat has set target of 10% (from baseline 247.4 ODP tons) reduction in consumption / use of the HCFC. Computerized controls are yet to be implemented. Without which Pakistan may face the risk of unauthorized / illegal imports.	WEBOC system has been developed but yet to be implemented fully.	Customs / NOU	NOU	Training of WEBOC	