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Council of Ministers of Serbia and Montenegro

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Global Environment Facility

Climate Change Enabling Activity (Self-assessment
exercise)

This project is a stocktaking exercise that represents part of the Climate Change Enabling Activity linked to the UNFCCC. The project output will be a project proposal for the preparation of Serbia and Montenegro's Initial National Communication to the UNFCCC

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Section I

Part I. Situation Analysis

The new Constitutional Charter of the State Union of Serbia and Montenegro came into effect on the 4th of February 2003. The new country consists of two member states (The State of Serbia and The State of Montenegro) with the Council of Ministers at State Union level, having responsibility in five core areas (Foreign Affairs, Defense, External Economic Relations, Internal Economic Relations, Human and Minorities Rights) with all other functions, including environmental, devolved to the State levels.

As environmental issues are not represented at the union level, the following process of ratification of global conventions exists;

Each Ministry prepares documentation to its State government for a decision of ratification;

The Ministry that is the focal point for any given convention then prepares the appropriate information to the Council of Ministers of Serbia and Montenegro for any decision of ratification.

The Law on Ratification of any Convention must be adopted by the Assembly of the State Union.

In terms of international representation, the GEF Political Focal Point is represented by the Director of Environmental Protection, in the Republic of Serbia, while the GEF Operational Focal Point is represented by the Minister of Environment and Physical Planning in the Republic of Montenegro.

Part II. Strategy

This self-assessment exercise will take stock and identify relevant stakeholders and partners for a larger project towards the First National Communication on Climate Change (FNCCC). This will be achieved through conducting 2 larger workshops and 2 smaller, expert workshops. The larger workshops (around 40 people) will represent an inception workshop and a final workshop where the project proposal for the FNCCC project will be presented and discussed to a wider audience.

It should be noted that the budget for this initiative is very limited and the project will thus rely on much in kind support from the state governments.

During the self-assessment/stocktaking exercise a Steering Committee will be identified and set in place for the larger FNCCC project.

Part III. Management Arrangements

For the stocktaking exercise the state governments will agree on managing workshop arrangements and preparations in the most efficient manner. UNDP will assist as requested and in relation to travel arrangements.

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Part IV. Monitoring and Evaluation

The final output will be the project document on FNCCC, which will be finalised in cooperation with UNDP/GEF experts in Bratislava. Travel arrangements will be conducted through the operations department in UNDP in the most efficient manner.

Part V. Legal Context

This project document shall be the instrument referred to such as in Article 1 of the Standard Basic Agreement a copy of which is available at RBEC.

The following types of revisions may be made to this project document provided UNDP is assured that other signatories of the project document have no objections to the proposed changes:

- a) Revisions in, or addition to, any of the annexes of the project document;
- b) Revisions, which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation, and
- c) Mandatory annual revisions that rephrase the delivery of agreed project inputs or reflect increased expert or other costs due to inflation or take into account agency expenditure flexibility.

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Section II Results and Resources Framework

PROJECT RESULTS AND RESOURCES FRAMEWORK

| | | | |
|---|---|--|---------------------|
| <p>Intended Outcome as stated in the Country Results Framework:</p> <p>1. Sustainable development plans/policies effectively respond to the need of stakeholders, as well as promote employment and environmental protection.</p> <p>Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target.</p> <p>Indicator: Improved capacity for sustainable development</p> <p>Baseline: Depleted and outdated capacities to respond to the Rio conventions</p> <p>Applicable MYFF Service Lines: 3.1</p> <p>Partnership Strategy: The larger workshops will ensure large participation while the smaller workshops will ensure expert knowledge being shared and reviewed to later be presented to the public.</p> <p>Project title and ID:</p> | | | |
| Intended Outputs | Output Targets for (years) | Indicative Activities | Inputs |
| Project document for seeking support to the First National Communication on Climate Change | Workshops/expert meetings and consultations | <ol style="list-style-type: none"> 1. Induction workshop 2. Expert meetings/consultations 3. Final workshop | Travel Logistics |

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Section III – Workplan and Budget



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Serbia and Montenegro

Year: 2005

Project Number:

Project Title: Stocktaking for Climate Change

| Proj. ID | Expected Output | Key Activities | Timeframe | | | | Resp. Partner | Fund | Donor | Planned Budget | |
|----------|---|--------------------------------------|-----------|----|----|----|---------------|-------|-------|--------------------|-----------|
| | | | Q1 | Q2 | Q3 | Q4 | | | | Budget Description | Amount |
| | Project document for the First National Communication for SCG | Stakeholder and expert consultations | | | | | 62000 | 10003 | | Travel | 13,400.00 |
| | | | | | | | 62000 | 10003 | | Hospitality | 1,600.00 |
| | | | | | | | | | | | |
| | | Sub total | | | | | | | | | 15,000.00 |

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SIGNATURE PAGE

Country: Serbia and Montenegro

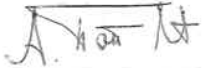

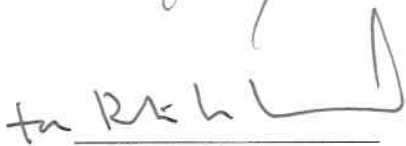
UNDAF Outcome(s)/Indicator(s): To promote sustainable development and increase capacity at municipal level

Expected Outcome(s)/Indicator (s): *MYFF Goal 3* Frameworks and strategies for sustainable development
Country Programme Outcomes:
Sustainable development plans/policies effectively respond to the need of stakeholders, as well as promote employment and environmental protection
MYFF Service lines 3.1

Expected Output(s)/Indicator(s): Country Programme Outputs:
Improved sustainable development policies

Implementing partners: Ministry of Science and Environmental Protection, Republic of Serbia
Ministry of Environment and Physical Planning, Republic of Montenegro

Duration: Up to 3 months

| On behalf of: | Signature | Title | Date |
|---|---|-------------------------|----------------|
| Ministry of Science and Environmental Protection, Republic of Serbia |  Aleksandar Popovic | Minister | _____ |
| Ministry of Environment and Physical Planning, Republic of Montenegro |  Boro Vucinjc | Minister | <u>24/3/05</u> |
| UNDP SCG |  Nicola Harrington | Resident Representative | <u>17/3/05</u> |

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Annex – Project Proposal

*Proposal for self-assessment exercise -
Expedited Financing of Initial National Communications to the UNFCCC*

| | |
|---|--|
| Country: | Serbia and Montenegro |
| Project Title: | Serbia and Montenegro: Climate Change Enabling Activity (Self-assessment exercise) |
| GEF Focal Area: Country Eligibility: | Climate Change Eligible under the financial mechanism of the UNFCCC |
| Date of Ratification: | 2001, March 12 |
| GEF Financing of self-assessment exercise | US\$15,000 |
| Implementing Agency: | UNDP |
| Executing Agencies: | Ministry of Science and Environmental Protection, Republic of Serbia - Directorate for Environmental Protection Ministry of Environment and Physical Planning, Republic of Montenegro |
| Estimated Starting Date of self-assessment exercise | Feb 2005 |
| Duration: | 3 months or less |

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- **OBJECTIVE:**

In accordance with GEF Operational Procedures for the Expedited Financing of National Communications from Non-Annex I Parties (GEF/C.22/Inf.16), the Government of Serbia and Montenegro is requesting US\$ 15,000 from the Global Environment Facility (GEF) to conduct a self-assessment of activities completed or under preparation relevant to the Initial National Communication.

This self-assessment will involve a stocktaking exercise and stakeholder consultation in order to build upon existing activities, institutions and knowledge. Related objectives of this assessment will be the identification of gaps and consultation with more stakeholders who could contribute to the national communication process.

On the basis of a full stocktaking and stakeholder consultation, Serbia and Montenegro will prepare and submit a proposal for the preparation of its Initial National Communication, to the GEF through the United Nations Development Programme.

- **BRIEF DESCRIPTION OF THE ACTIVITIES TO BE CARRIED OUT FOR THE STOCKTAKING EXERCISE**

The stocktaking exercise aims at gathering all information relevant for the preparation of the project proposal for Initial National Communication (INC). The following activities are envisaged to take place during the exercise:

- Preliminary assessment of the reliability of existing data;
- identification of areas in all relevant sectors in which detailed studies are to be performed in order to cover the information gap;
- extensive consultations with key stakeholders to prioritize the needs (expert's capacity building, institutional settings, etc.). The criteria for prioritization are to be agreed on during the exercise. Preliminary findings of the on-going NEAP process in Serbia, existing strategy documents from various sectors (energy, forestry, ...), Strategy for Sustainable Development of Montenegro, Economic reform, agenda for Montenegro-Template for Environmental Protection, The National waste management strategy of Montenegro, Serbia and Montenegro UNECE Environmental Performance Review, The National waste management strategy of Serbia including the Program of harmonization with the EU, Report on the state of the Environment in 2000 and priorities in 2001+ for Serbia, Poverty Reduction Strategy Papers (PRSP) for Serbia and Montenegro, are among the documents to be consulted during the exercise;
- synergize with related programs (completed, on-going, or to be initiated). The project team will closely collaborate with all related programs or projects (*e.g. project "Survey on Capacity to Develop National GHG Inventories in Serbia and Montenegro" conducted by the Regional Environment Center for Central and Eastern Europe*) in order to incorporate basic findings delivered by these projects/programs into project proposal for INC;

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- the project will also explore how INC could benefit from other national/regional activities under other international environmental conventions (e.g. biodiversity, land degradation).

The project will utilize results and lessons learned from other ongoing or finalized international projects in the region, such as the UNDP-GEF National Communications Support Unit Regional Exchange Workshops, UNEP Country Case Studies on Climate Change Impacts and Adaptation Assessment, CC: TRAIN, UNDP/GEF National Capacity Self-Assessment, and the U.S. Country Study Programme to avoid duplication of effort. Links to other countries in the region with ongoing or finalized enabling activities, or ones about to start will be created, and areas for collaboration such as regional training or information exchange workshops will be identified.

- **PRELIMINARY LIST OF STAKEHOLDERS AND CONSULTATION PROCESS ENVISIONED**

Identification of relevant stakeholders at the union level of Serbia and Montenegro, within the Government of Serbia, Government of Montenegro, universities, non-governmental organizations and private sector is a key factor helping to deliver successful consultation output.

The stakeholder consultation will help to validate national priorities to be addressed by INC; agree on the institutional agreement for the preparation of the INC; define the roles and responsibilities of the stakeholders to be involved in preparation of the INC; and engage all relevant stakeholders and ensure setting-up of an adequate consultation mechanism for INC and subsequent national communications.

The preliminary list of stakeholders is as follows:

- State Climate Change Committee of Serbia and Montenegro;
- Serbia and Montenegro Statistical Office;
- Ministry of Foreign Affairs of Serbia and Montenegro;

Republic of Serbia

- Ministry of Science and Environmental Protection (Republic of Serbia)
Directorate for the Environmental Protection;
- Ministry of Energy and Mining (Republic of Serbia);
- Ministry of Agriculture, Forestry and Water Management (Republic of Serbia);
- Ministry of Finance and Economy (Republic of Serbia);
- Ministry of Capital Investment (Republic of Serbia);
- Ministry of International Economic Relations (Republic of Serbia);
- Ministry of Labour, Employment and Social Affairs (Republic of Serbia);
- Ministry of Health (Republic of Serbia);
- Serbian Academy of Sciences and Arts;
- Hydrometeorological Service of Serbia;
- Serbian Energy Efficiency Agency;
- Communal Waste management companies;
- Environmental NGOs;

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- Associations of private sector.

Republic of Montenegro

- The Ministry of Environmental Protection and Physical Planning (Republic of Montenegro);
- The Ministry of Agriculture, Forestry and Water Management (Republic of Montenegro);
- The Ministry of Economics (Republic of Montenegro);
- The Ministry of Finance (Republic of Montenegro);
- The Ministry of Foreign Affairs (Republic of Montenegro);
- The Ministry of Maritime Affairs and Transportation (Republic of Montenegro);
- The Ministry of Education and Science (Republic of Montenegro);
- The Ministry of Labour and Social Welfare (Republic of Montenegro);
- The Ministry for International Economic Relations and European Integrations (Republic of Montenegro);
- The Ministry of Health (Republic of Montenegro);
- Montenegrin Academy of Sciences and Arts;
- Hydrometeorological Service of Montenegro;
- Statistical Office of Montenegro;
- Agency for Energy efficiency of Montenegro;
- Communal Waste management companies;
- Environmental NGOs;
- Associations of private sector.

- **BRIEF DESCRIPTION OF THE INSTITUTIONAL ARRANGEMENT FOR THE SELF-ASSESSMENT EXERCISE AND PROPOSAL PREPARATION**

The executing agencies for the Enabling Activity will be the Ministry of Science and Environmental Protection - Directorate for the Environmental Protection, Republic of Serbia, and the Ministry of Environment and Physical Planning Protection, Republic of Montenegro.

To facilitate co-ordination, participation and sustainability of the results of the project, a Project Steering Committee (PSC) will be established with a balanced representation from the key ministries, academic institutions, environmental NGOs, and private sector representatives. The final composition of the PSC will be decided during the Stocktaking exercise, but a short list of potential candidates for the PSC have been identified as follows:

1. Ministry of Science and Environmental Protection, Republic of Serbia (Co-chair)
2. Ministry of Environment and Physical Planning, Republic of Montenegro (Co-chair)
3. Federal Ministry for Foreign Affairs
4. Ministry of Energy and Mining, Republic of Serbia
5. Ministry of Economy, Republic of Montenegro
6. Ministry of Agriculture, Forestry and Water Management, Republic of Serbia
7. Ministry of Agriculture, Forestry and Water Management, Republic of Montenegro
8. Hydro-meteorological Institute of Serbia
9. Hydro-meteorological Institute of Montenegro
10. Universities/Research Institutes

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11. Academies of Sciences
12. NGOs
13. UNDP

The ToRs for the Project Steering Committee is given in the Annex II.

The self assessment exercise and project proposal preparation, as well as day-to-day coordination will be done through a project management team comprised of two project managers (one for Serbia, one for Montenegro) and UNDP CO for coordination purposes. Program managers will be responsible for planning and management of the project output.

PMs will also be in charge of summarizing the results of studies, supervising the workshops, and finalizing the National Communication together with the Government personnel and national experts. The project will collaborate closely with all relevant Ministries in Serbia and Montenegro, as well as with other relevant projects in the country, both through the Project Steering Committee and through the research teams, in order to enable an effective information exchange between the projects and full utilization of their results. In addition, the project management team will establish links with relevant regional and international expert institutions, which will be consulted when selecting the methodologies and approaches for specific project activities.

The ToRs for the Project Managers is given in the Annex I.

• **OUTPUTS**

A Project proposal for the preparation of the Initial National Communication, which is to be submitted in the format provided by the UNDP is the main output of the stocktaking exercise. The expected outputs and activities under the stocktaking exercise are the following:

Output 1: Planning and management of the stocktaking exercise

Activity 1.1: Inception workshop/consultation. Responsible: Ministry of Science and Environmental Protection (Republic of Serbia) and National Project Managers (NPMs)

Activity 1.2: Preparation of the detailed work plan for the self-assessment. Responsible: NPMs

Activity 1.3: Preparation of the ToRs for the individual experts and the national expert team.
Responsible: NPMs

Output 2: Stock-take of the related activities

Activity 2.1: National expert team will undertake a stock/take exercise and prepare the stocktaking matrix describing all previous and on-going activities under the UNFCCC and other related programs/projects. Responsible: National experts and NPMs

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Activity 2.2: National experts will identify and agree on critical areas to be studied under the INC. Responsible: National Experts and NPMs

Activity 2.3: National Experts will identify possibilities and potentials for linkages and synergies with other projects. Responsible: National Experts and NPMs

Activity 2.4: Prepare a stocktaking report. Responsible: National Experts and NPMs

Output 3: Stakeholder consultation

Activity 3.1: Stakeholder Analysis. The analysis will list all possible individuals and institutions that could be involved in the stocktaking exercise project. It will list their possible role, the benefits of their involvement, and any possible challenges to their involvement. Responsible: NPMs

Activity 3.2: Meeting with stakeholders to validate the methodology of selection of priority issues and new areas of action. Responsible: NPMs

Activity 3.3: Workshop to validate the project proposal for INC. Responsible: NPMs

Output 4: Develop a Project Proposal for INC

Activity 4.1: Write the project proposal for INC. It will include (as an annex) a brief report on the stocktaking and stakeholder consultation containing the following information: (i) Description of the methodology used; (ii) Stakeholders and institutions consulted; and (iii) Results and findings of the stocktaking exercise. Responsible: National Experts and NPMs.

Activity 4.2: Circulate the project document for comments. Incorporate comments on the proposal into the document. Responsible: NPMs.

Activity 4.3: Submit the project document for INC to GEF through the UNDP. Responsible: NPMs, Ministry of Science and Environmental Protection (Republic of Serbia), UNDP.

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- BUDGET

| Activity | Budget estimate (US\$) |
|---|---|
| Planning and management of the stocktaking exercise | 4,000 |
| Stock-take of the related activities | 5,000 |
| Stakeholder consultation | 6,000 |
| Develop a Project Proposal for the INC | <i>In kind contribution from Republic Governments</i> |
| Total | 15,000 |

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| Serbia and Montenegro - Timetable | | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|----|----|----|
| Output/Activity Weeks | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Output 1: Planning and management of the stocktaking exercise | | | | | | | | | | | | |
| 1.1 Inception workshop/consultation | | | | | | | | | | | | |
| 1.2 Preparation of the detailed work plan for the self-assessment | | | | | | | | | | | | |
| 1.3 Develop scope of the work and respective ToRs | | | | | | | | | | | | |
| Output 2: Stock-take of the related activities | | | | | | | | | | | | |
| 2.1 Take stock of activities relevant to INC and matrix prepare | | | | | | | | | | | | |
| 2.2 Identify gaps and priority areas of action | | | | | | | | | | | | |
| 2.3 Identify linkages with other projects | | | | | | | | | | | | |
| 2.4 Write a stocktaking report | | | | | | | | | | | | |
| Output 3: Stakeholder consultation | | | | | | | | | | | | |
| 3.1 Stakeholder Analysis; List of stakeholder preparation | | | | | | | | | | | | |
| 3.2 Meeting with stakeholders to validate the methodology, areas of priority | | | | | | | | | | | | |
| 3.3 Workshop to validate the project proposal for the INC | | | | | | | | | | | | |
| Output 4: Develop a Project Proposal for the INC | | | | | | | | | | | | |
| 4.1 Draft project document preparation | | | | | | | | | | | | |
| 4.2 Circulate it for the comments/comments incorporation | | | | | | | | | | | | |
| 4.3 Submission project proposal to GEF | | | | | | | | | | | | |

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ANNEX I

Terms of Reference for National Project Managers (NPMs)

The National Project Managers are responsible for day-to-day management, supervision of the implementation of the stocktaking exercise. He/she also provides technical support to the project activities. More specifically, his/her responsibilities are as following:

- Ensure the timely and effective management of the activities as scheduled;
- Identify stakeholders to be involved under the stocktaking exercise (in consultation with the PSC and UNDP);
- Coordinate, oversee and in some cases execute the preparation of the outputs of the stocktaking;
- Develop scope of work and respective terms of reference for the stocktaking exercise;
- Prepare technical, policy and briefing papers as requested;
- Help organize the scheduled consultations/workshops and ensure their success;
- Prepare periodic progress report of the activities performed;
- Control the expenditures and otherwise ensure adequate management of the resources provided;
- Coordinate and support the work of all consulted experts;
- Facilitate and moderate the meeting(s) of the PSC;
- Interact closely with all relevant stakeholders and the Project Steering Committee and other partners to ensure their involvement in the SNC;
- Foster/facilitate and establish and maintain links with other UNDP-GEF climate change projects and other related national and international projects;
- Oversee and contribute to finalization of project outputs, such as the stocktaking report and the proposal for the Initial National Communication.
- Regularly report to UNDP CO

Qualifications and experience

- ✓ An advanced degree (at least MSc. or equivalent) in energy, environmental management or other field relevant to the project;
- ✓ A minimum of 10 years of working experience in the area relevant to the project;
- ✓ A demonstrated ability in managing projects, and in liaising and co-operating with all project personnel including government officials, scientific institutions, NGOs, and private sector;
- ✓ A very good knowledge of English is absolutely necessary;
- ✓ Substantial experience in Government and in inter-departmental procedures preferred;
- ✓ Familiarity with international negotiations and processes under the UNFCCC preferred;
- ✓ Familiarity with computers and word processing;
- ✓ Fluency in the government official language.

ANNEX II

Terms of Reference for the Climate Change Project Steering Committee

In order to ensure a successful implementation of the UNDP-GEF climate change projects, the Ministry of Science and Environmental Protection of Republic of Serbia,

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acting as a UNFCCC focal point Ministry, and the Ministry of Environment and Physical Planning Protection, Republic of Montenegro as the Executive Agencies of this Project, will agree on establishment of the Climate Change Project Steering Committee (PSC), to be chaired by the National Focal Point to UNFCCC and composed of senior officials coming from the relevant ministries of Serbia and of Montenegro, research institutes, UNDP, NGOs, private sector, media and academia.

The duties and operating rules of the above PSC are as following:

- PSC provide assistance and support to the UNFCCC National Focal Point, National Project Managers and national experts and counterparts during the implementation process of all project activities.
- PSC will oversee monitoring and evaluation of the project, and make necessary comments on all draft documents prepared by the national climate change team;
- PSC regularly receives information on the status of the implementation of the project activities and problems encountered;
- PSC meets not less than three times during the project lifetime. In special cases the PSC shall meet upon the initiative of the UNFCCC National Focal Point;
- PSC will operate on the basis of consensus in accordance with its Rules of Procedure agreed on its first session;
- PSC ensures that climate change concerns are integrated into development strategies and plans;
- PSC provides an input for the Government's negotiating position and strategy for the meetings of the Conference of the Parties to the UNFCCC;
- PSC reviews and validates the various components of the initial National Communication.