



***Persistent Organic Pollutants  
Programmes in Chemicals, Waste and  
Environmental Governance***

*United Nations Institute for Training and Research  
(UNITAR)*

***Action Plan Skills Building  
for 15 Least Developed Countries  
to assist with National Implementation Plan  
Development under the Stockholm Convention***

***Information Note and  
Application Information***

**Application Deadline: 1 May 2006**

***With funding provided by  
the Global Environment Facility with Support from  
the Swiss Federal Office for the Environment***



## ***Overview and Objectives of the Project***

UNITAR, in cooperation with the United Nations Development Programme (UNDP), the Global Environment Facility (GEF) and its other Implementing Agencies, is now in a position to provide national-level training and technical and financial support to 15 Least Developed Countries that have signed and/or are Parties to the Stockholm Convention on Persistent Organic Pollutants and have prepared and submitted GEF Enabling Activity proposals to develop/strengthen skills to undertake project planning, including action plan development.

This UNITAR/UNDP Project entitled *Action Plan Skills Building for 15 Least Developed Countries to assist with National Implementation Plan Development under the Stockholm Convention* is funded by the GEF, with support from the Swiss Federal Office for the Environment. The project builds upon the experience gained and lessons learned through projects in more than 40 countries to-date to assist in developing a wide variety of action plans on priority topics of sound chemicals management. The project was developed in response to an overwhelming number of applications to the earlier project, *Action Plan Training/Skills Building for 25 Least Developed Countries to assist with National Implementation Plan Development under the Stockholm Convention*.

The action plan guidance and training is flexible in nature and can be applied at any point in the National Implementation Plan process. UNITAR has been particularly successful in using the methodology to informally “review” previously drafted Action Plans by countries.

Key Project objectives include:

- To raise awareness among training recipients of relevant approaches to project and strategic planning;
- To ensure training recipients are familiar with, and able to effectively use, key project and strategic planning tools and methodologies;
- To apply such action plan development approaches in the context of the Stockholm Convention;
- To use the UNITAR methodology to assess the quality and structure of country action plans in cases where NIPs are at an

- advanced stage; and
- To share experiences and lessons learned between countries receiving the training, and identify possible country-driven follow-up activities.

### ***What are Action Plans?***

The purpose of an action plan is to provide a clear basis or "blueprint" for the implementation of activities aimed at addressing an identified priority issue. This type of planning tool is particularly useful when an initiative might involve a range of groups and individuals who may not be accustomed to working together and who represent divergent interests and perspectives.

A well-prepared action plan outlines the specific goal and objectives to be achieved, related activities to be undertaken, associated responsibilities of the participants, time frames, and resource and evaluation details.

In this context, UNITAR's training/skills building approach is designed to assist with strengthening capacities and capabilities for the development of both strategies and action plans, not only where required as Convention obligations, but also in other instances where a country identifies the need to take a systematic planning approach in accordance with its own situation.

### ***Assistance***

Interested countries are requested to contact UNITAR to indicate their interest in participating in the Project as soon as possible, *as the number of participating Least Developed Countries is strictly limited to 15* (please see attached form). The deadline for applying is 1 May 2006.

This project is designed as a complement to ongoing GEF-funded NIP development projects. Modest resources are available to assist countries with national-level training workshop costs, in addition to existing GEF NIP budgets. A Memorandum of Agreement will be

developed and agreed between UNITAR and each participating country in advance of the training taking place.

UNITAR assistance to countries comprises:

- Provision of guidance and training materials (in the country's preferred official UN language);
- A training workshop with the participation of UNITAR resource persons for the NIP Coordinating Committee, including representatives of all interested and affected parties; and
- Limited follow-up technical assistance as action plan development progresses at the country level.

### ***Additional Information***

The GEF project summary can found at:

<http://www.gefonline.org/projectDetails.cfm?projID=2815>

Action Plan guidance and training materials can be found on the UNITAR website at:

<http://www.unitar.org/cwg/publications/pops.html>

### ***UNITAR's Work in the Field of Persistent Organic Pollutants***

The overall goal of UNITAR's work in the field of Persistent Organic Pollutants is to provide support to developing countries and countries with economies in transition to take measures to eliminate or reduce the release of POPs into the environment.

UNITAR provides a variety of services in support of Stockholm Convention implementation, including assistance to countries in developing National Implementation Plans; support for National Profile development/updating; building capacity in risk management decision making; and skills building/training for action plan development. UNITAR is very active in policy-level coordination and deliberations related to POPs, including participation in the IOMC Coordinating Group on Persistent Organic Pollutants; representation at past meetings of the Intergovernmental Negotiating Committee

(INC) for the Stockholm Convention, and participation in Stockholm Convention Conferences of the Parties.

UNITAR delivers POPs-related assistance to countries in close cooperation with IOMC Participating Organisations, United Nations Development Programme (UNDP), and countries with technical expertise and financial resources dedicated to addressing challenges posed by POPs. UNITAR also executes projects (in whole or in part) on behalf of the Global Environment Facility (GEF) implementing agencies; and co-executes enabling activities at the national level in direct partnership with governments.

UNITAR recognises and appreciates the financial contributions of the Global Environment Facility, the Government of Switzerland, and the United Nations Environment Programme to Persistent Organic Pollutants activities.

More information can be obtained by visiting the website at: [www.unitar.org/cwg/pops](http://www.unitar.org/cwg/pops). This brochure is also available online.

### **Contact Information**

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***UNITAR/UNDP Project  
Action Plan Skills Building for  
15 Least Developed Countries to assist with  
National Implementation Plan Development  
under the Stockholm Convention***

**Application Form**

Country:

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- YES our country would like to participate in the action plan training provided by UNITAR
- NO our country would not like to participate in the action plan training provided by UNITAR, but please send us the guidance and training materials when available

The following National Coordinator for the project has been nominated<sup>1</sup>:

Name: .....

Department:.....

Ministry: .....

Address: .....

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<sup>1</sup> UNITAR suggests that the country's National Implementation Plan Coordinator also serve as the National Coordinator for this project.

## Application Form

Country:

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Name of contact point (if different from above): .....

Tel.....

Fax.....

Email.....

We propose the following dates for action plan training (please indicate in 5-day periods, starting May 2006, ending January 2007):

First choice of dates:	
Second choice:	
Third choice:	

Name and title of  
responsible official:

Signature

Date:

Application Deadline: 1 May 2006

Please return to:

Persistent Organic Pollutants  
UNITAR, Palais des Nations  
CH-1211 Geneva 10, Switzerland  
Fax: +41 22 917 8047  
Email: [pops@unitar.org](mailto:pops@unitar.org)

NB: Applicant countries should ensure that the official seal of the relevant Ministry is on the returned form.



The United Nations Institute for Training and Research (UNITAR) was established in 1965 as an autonomous body within the United Nations with the purpose of enhancing the effectiveness of the United Nations through appropriate training and research. UNITAR is governed by a Board of Trustees and is headed by an Executive Director. The Institute is supported by voluntary contributions from governments, intergovernmental organizations, foundations and other non-governmental sources.

Since 1 July 1993, pursuant to General Assembly Resolution 47/227, UNITAR Headquarters have been transferred to Geneva. UNITAR has the following functions:

- To ensure liaison with organizations and agencies of the United Nations and with permanent missions accredited in Geneva, New York and other cities hosting United Nations Institutions and to establish and strengthen cooperation with faculties and academic institutions.
- To conduct training programmes in multilateral diplomacy and international cooperation for diplomats accredited in Geneva and the national officials, involved in work related to United Nations activities.
- To carry out a wide range of training programmes in the field of social and economic development which include:
  - a. Training Programme in Multilateral Diplomacy, Negotiations and Conflict Resolution;
  - b. Environmental and Natural Resource Management Training Programmes;
  - c. Training Programme on Debt and Financial Management with special emphasis on the Legal Aspects;
  - d. Training Programme on Disaster Control;
  - e. Training Programme on Peace-Keeping, Peace-Making, and Peace-Building.

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