

Convention: SYN	Development of tools and methodologies for the Basel, Rotterdam and Stockholm Conventions
LEGAL BASIS/MANDATE:	
<ul style="list-style-type: none"> • <i>Activity 13(S1) of the Programme of Work 2014-2015, as adopted by the decisions BC-11/26, RC-6/16 and SC-6/30</i> • <i>Article 16 of the Basel Convention, Articles 16 and 19 of the Rotterdam Convention and Articles 12 and 20 of the Stockholm Convention</i> • <i>Decisions BC-11/11 of the Basel Convention</i> • <i>Decisions RC-6/11 of the Rotterdam Convention</i> • <i>Decisions SC-6/15 and SC-6/17 of the Stockholm Convention</i> 	
PURPOSE AND APPROACH:	
<p>This proposal is divided in three different components:</p> <ol style="list-style-type: none"> 1. An integrated and continuous assessment of technical assistance needs for the 3 conventions is crucial to have a clear view of parties' technical assistance needs and priority areas, as they provide the basis for the development of the technical assistance programme. 2. The Resource Kit is a comprehensive source of information on each of the conventions intended to assist countries/parties from ratification to implementation of the conventions. It has been designed to be flexible, simple to use and to meet the needs of a broad range of end users. 3. Based on the needs assessment, appropriate interactive methodologies and tools for training and capacity building, sharing and exchanging information, such as thematic modules, electronic tools and video training can be developed. Up-to-date technologies and training materials will provide for user-friendly and attractive platforms for a wide array of capacity building activities. The tools developed will be used by the Secretariat, parties, Regional Centres, academia and other interested partners for training activities (e.g. workshops and webinars) or as complementary training. This activity complements the face-to-face assistance provided by the secretariat expanding the reach of the Conventions by delivering assistance to parties, at a lower cost in real-time through the use of web based training platforms (online meetings and webinars). The activity also provides the secretariat flexibility in addressing requests for assistance by eligible parties in a faster and more efficient manner. 	
PROPOSED ACTIVITIES TO BE FUNDED:	
<p>A. Integrated assessment of technical assistance needs for the 3 conventions</p> <ol style="list-style-type: none"> 1. Database containing information from needs assessment; 2. Information is made available on website and translated into 5 languages; 3. A tool to integrate the needs assessment of parties to the 3 conventions (staff costs and consultant); <p>B. Toolkit</p> <ol style="list-style-type: none"> 1. Updated resource kit; Updated resource kit available in 6 languages. <p>C. Methods and tools for training and capacity building</p> <p><i>I. Modules</i></p> <ol style="list-style-type: none"> 1. Development of different modules; 2. Development of supporting materials; 3. Translation of modules in three languages; <p><i>II. Electronic tools</i></p> <ol style="list-style-type: none"> 1. Development of sample presentation materials; 2. Development of sample infographics; 3. Development of sample interactive elements; 4. Trained staff; <p><i>III. Video training</i></p> <ol style="list-style-type: none"> 1. One pilot video; 2. Develop three introduction videos (7-10min) about each convention and translate in three languages; 3. Develop and publish six training videos (7-10min) on specific topics of the conventions and translated in three languages. 4. Translation of existing videos into Arabic, Chinese and Russian¹ 	

¹ Added from the Executive Secretary proposal, as adopted by the COP.

5. Development of six additional videos in six languages¹

IV. Webinars

1. 48 Online meetings;
2. 190 Webinars;
3. Simultaneous interpretation into two official languages, in addition to English, for up to 30 webinars¹.

RESULTS TO BE ACHIEVED:

- An appropriate database to collect information on needs in a systematic way is developed and used.
- Training modules, electronic tools and video training are developed and used to support countries in implementing the conventions, facilitate the exchange of knowledge and build parties' capacities to enhance synergies among the Basel, Rotterdam and Stockholm conventions at the national level.
- Training courses/modules delivered to parties, information disseminated and awareness of the Basel, Rotterdam and Stockholm conventions raised via the web.
- Parties and other stakeholders are provided with a comprehensive source of information on the Rotterdam Convention, its operational aspects, activities and cooperation with other international bodies through publications and information materials, including the expansion of the Resource Kit to address new information needs, as necessary.

VOLUNTARY BUDGET [USD] FOR 2014-2015

10	PROJECT PERSONNEL COMPONENT	
1100	<i>P-3 Programme Officer post (90%)</i>	305,182
1200	<i>G-5 General Services Staff post (60%)</i>	166,831
1300	<i>Consultants</i>	250,000
20	SUB-CONTRACT COMPONENT	
2100	<i>Video production</i>	520,000
2200	<i>Translation and voice over</i>	390,000
2300	<i>Video finalization and editing</i>	275,000
2400	<i>Translation of modules</i>	60,000
2500	<i>Interpretation of webinars</i>	63,000
40	EQUIPMENT AND PREMISES COMPONENT	
4100	<i>Software licenses, equipment and phones</i>	90,000
52	MISCELLANEOUS COMPONENT	
5200	<i>Information and public awareness materials</i>	24,000
DIRECT PROJECT COST OPERATIONAL BUDGET		2,144,013²
Programme Support Costs (PSC) 13%		278,722
TOTAL OPERATIONAL BUDGET		2,422,735

² The concept note budget (excl. staff costs) exceeds the COP-approved amount by USD 235,000, which includes activities on translation of existing videos into Arabic, Chinese and Russian, the development of six additional videos in six language and simultaneous interpretation into two official languages, in addition to English, for up to 30 webinars. Those activities were contained in the Executive Secretary's proposal and not included in the COP-approved budget.