

COOPERATION AGREEMENT

This Agreement is made on 4th of March 2024 between:

the Stockholm Convention Regional Centre hosted by RECETOX, Faculty of Science, Masaryk University, a non-profit making organization having its office at Kotlářská 2, 61137 Brno, Czech Republic represented by the Dean of the Faculty of Science **Mr. Tomáš Kašparovský** (hereinafter referred to as "RECETOX")

and

The Regional Environmental Centre for the Caucasus, non-entrepreneurial/non-commercial legal entity, operating in the field of environment protection/POPs waste management/risk analysis, having its office at 48/50 Mtskheta Street, Tbilisi 0179, Georgia represented by the [REDACTED] (hereinafter referred to as "The Partner")

Whereas the **RECETOX** has signed a Project Cooperation Agreement (hereinafter called the "PCA") with UNEP for implementation of the GEF Enabling Activity "Review and Update of the National Implementation Plan under the Stockholm Convention on Persistent Organic Pollutants, through project GEF ID 10875 entitled "Global Development, Review and Update of National Implementation Plans (NIPs) under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs)".

This agreement sets the terms and conditions of the cooperation between the Partner and RECETOX in support of implementation of the PCA and leading to the review, update and submission of the updated National Implementation Plan as described in the project document and project supervision plan shown Annex 1 and 2 to this Agreement respectively. Both RECETOX and the Partner agreed to cooperate with each other at all times and maintain close working relations in order to achieve the objectives of the PCA.

Scope of services

1. The services to be provided by the Partner are the following:
 - collaboration with the national focal point of the Stockholm Convention office (NFP) and national stakeholders in national language in relation to project implementation, prioritization of POPs activities, national consultations and updated NIP endorsement, as shown in Annex 5;
 - preparation of inventories on POPs for the updated NIP as specified in Annex 1 (including Appendix 1) and Annex 4;
 - drafting the updated NIP and relevant action plans on the basis of outputs specified in Annex 4
 - administration of the collaboration with relevant national experts in preparing outputs as specified in Annex 4;
 - supporting the RECETOX in organization of meetings and trainings specified in Annexes 1, 4 and 6 that would be taking place in Georgia;
 - provision reports of meetings of the national coordination mechanism in Georgia;
 - organization of any other meetings and preparation of documents and reports (English only) in line with Annexes 2, 4 and 6, including financial reports (as per Annex 7) in order to achieve objective of the PCA including the endorsement of the updated NIP.

- translation of summary documents into national language and organization of awareness raising activities in collaboration with NFP.

Obligation of the Partner

1. During the realization of the activities mentioned in Scope of services of this Agreement, the Partner undertakes to submit all needed data and reports (presentations, participant lists, meeting minutes, training program, financial reports etc.) to the RECETOX in line with Annexes 2 and Schedule for deliverable table and remains available until the end of the Project for clarification and/or amendment issues (according to the PCA).
2. The Partner will maintain complete and accurate and up-to-date records (including original invoices, bills, receipts as well as offers) and documents in respect of all expenditures incurred with the funds made available by this Agreement and provide a copy to RECETOX together with invoice and ensure that all expenditures are in conformity with the project document (see Appendix 1) and comply with financial reporting in line with Annex 7 including General Eligibility Principles therein.
3. The Partner undertakes that all services will be performed in a quality manner, in accordance with the highest professional standards and in line with this Agreement.

Communication between contracting parties

1. Operative communication between the Partner and the RECETOX will be done through telephone, online meetings and e-mails, while communication in writing will be realized by mail and e-mail.
2. For the Partner there are the following responsible persons:
 - a. Person responsible for the performance of work of the PARTNER [REDACTED]
 - b. Person responsible for day-to-day project operations is [REDACTED]
 - c. Person responsible for financial reporting is [REDACTED],
3. For RECETOX, these are the responsible persons:
 - a. Representative of the RECETOX to act as focal point is [REDACTED]:
 - b. RECETOX representative responsible for day-to-day project operations is [REDACTED]
 - c. RECETOX representative for financial reporting is [REDACTED]

Deadline for service execution

1. Based on the project Work Plan (see Annex 2), deadline for completion of all services and deliverables that are subject of this Agreement is 30 November 2025, but the Agreement remains valid until 30 June 2026.

Remuneration for service execution

1. The RECETOX undertakes to pay to the Partner fees for completion of services specified by the Agreement in maximum total amount of 352250 USD (Three Hundred and Fifty Two Thousand Two Hundred and Fifty United States Dollars) derived on the basis of updated country budget shown in Annex 3 and budget for one regional training as per Annex 6.

2. The amount paid will be based on real costs incurred by the Partner for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that the Partner has to pay in accordance with Georgian regulations. The payment for the performance of individual outputs will not exceed the maximum prices listed in the table below. Any excess of costs above the maximum set rate shall be borne by the Partner.
3. The payments will be done in accordance with Schedule for the deliverables table below reflecting the Project supervision plan shown in Annex 2, upon the completion of the particular outputs including their endorsement by RECETOX, on the basis of the quarterly financial reports submitted by the Partner. The proven summary of expenses (use form in Annex 7) will be attached to the payment request. The payments shall be paid in US dollars (USD) in line with the approved financial quarterly report. The payment request has to contain service description and following details:

Details of bank account of the Partner

Beneficiary: The Regional Environmental Centre for the Caucasus

Name of Bank: [REDACTED]

Bank address: 7 Marjanishvili St. Tbilisi 0102, Georgia

Number of your account (IBAN): [REDACTED]

Account currency: USD

Schedule for the deliverables:

Outputs	Maximum Amount per unit (USD)	Maximum Total amount per output	Deliverable Due Date	Comment	Budget line
Inception meeting organized	19000	19000	31 March 2024	Expenses will be reimbursed on the basis of real costs incurred (proofs, invoices), expected budget breakdown see annex 6. Funds will be paid in two stages, 10000 USD as part of the first payment, the remainder will be reimbursed on the basis of real costs incurred.	3301
Report of the inception workshop	1000	1000	30 April 2024	Payment will be made after the report is approved by RECETOX	3301
Report on national coordination mechanism (NCM) for POPs management including Terms of reference (ToR)	600	600	30 May 2024	Payment will be made after the report is approved by RECETOX	1201
Review/update of inventory of initial 12 POPs (a total of)	for detailed deadlines and breakdown see Table 1 in Annex 4	9000	for detailed deadlines see Annex 4	Funds will be paid in individual quarterly stages pending the reviewed inventory reports are endorsed by RECETOX	1201

Outputs	Maximum Amount per unit (USD)	Maximum Total amount per output	Deliverable Due Date	Comment	Budget line
Inventory of new POPs a) updated POP inventories for "new POPs" from 2009-2013 (11 chemicals) b) new inventories for new POPs 2015-2019: initial inventory/baseline (7 chemicals) c) initial evaluation/ country status regarding current candidate POPs on the basis of the POPRC evaluation (includes 4 chemicals - 1 listed in 2022 and 3 listed in 2023)	a) a total of 10500 USD b) a total of 11000 USD each) c) a total of 3600 USD for detailed breakdown see Table 1 Annex 4	25100	for detailed individual deadlines and breakdown see Table 1 Annex 4	Funds will be paid in 3 stages (31 January 2024, 31 March 2024, 31 May 2024) pending the updated inventory or baseline inventory reports are endorsed by RECETOX	1201
By using outputs shown in Annex 4 Table 3, organize Inventory validation meeting	19000	19000	30 September 2024	Expenses will be reimbursed on the basis of real costs incurred (proofs, invoices), expected budget breakdown see annex 6	3302
Report of the inventory validation workshop	1000	1000	30 September 2024	Payment will be made after the report is approved by RECETOX	3302
Meeting reports by in-person participants from Georgia on each of the training sessions organized as per schedule in Annex 6	1000	4000	15 November 2023 31 December 2023 30 June 2024 31 August 2024	A report needs to be delivered within 20 days after a training was organized. Funds will be paid in 4 stages (pending each report is endorsed by RECETOX): Q4 2023, Q1, Q3 and Q4 2024	3201 and 3202

Outputs	Maximum Amount per unit (USD)	Maximum Total amount per output	Deliverable Due Date	Comment	Budget line
Upon guidance of the NCM and prioritization process organize national activity(ies) related to training and action plans formulation.	20000	80000	31 December 2024	Activities will be specified by the decision of NCM and included into the 2024 workplan by March 2024 the latest. A report about outcomes of the activity needs to be delivered within 20 days after an activity was organized. Funds will be divided by number of individual activities and paid in two stages: 45% 6 weeks prior an activity date and 55% after the real cost expenses are reported and approved and activity report is endorsed by RECETOX	3201 and 3202
Assessment report of national policies and capacities for POPs management and regulatory framework related to POPs management including gaps	2000	2000	30 September 2024	Will be paid after the report is endorsed by RECETOX	1201
Legal analysis gap report	2200	2200	30 June 2024	Will be paid after the report is endorsed by RECETOX	1201
Report on POPs monitoring activities	1800	1800	31 August 2024	Will be paid after the report is endorsed by RECETOX	1201
Report on research and education activities related to POPs at all levels	1500	1500	30 September 2024	Will be paid after the report is endorsed by RECETOX	1201
Summary report on information exchange, awareness raising and activities of the civil society related to POPs in [add country name]	2000	2000	30 June 2024	Will be paid after the report is endorsed by RECETOX	1201
Report on technical assistance and financial assistance received and provided	1200	1200	31 December 2024	Will be paid after the report is endorsed by RECETOX	1201

Outputs	Maximum Amount per unit (USD)	Maximum Total amount per output	Deliverable Due Date	Comment	Budget line
Consolidated data outputs and presentations for all POPs for national inventory validation meeting and inventory summaries	for a detailed breakdown see table 3 in Annex 4	6200	30 September 2024	Will be paid after the documents and presentations are cleared by RECETOX, for a detailed breakdown see Annex 4	1201
Results of the national prioritization of POP issues	for detailed breakdown see Table 4 Annex 4	9500	June-November 2024 for detailed breakdown see Table 4 Annex 4	Will be paid after the report is endorsed by RECETOX	1201
Draft updated NIP and reviewed final draft of the updated NIP	for a detailed breakdown see Table 5 Annex 4	32500	31 May 2025 31 July 2025	Funds will be paid in 2 stages (pending each output report is endorsed by RECETOX) a) 60% when draft updated NIP is delivered for consultation of NCM and stakeholders (expected 30 April 2025) b) 40 % when updated the NIP is endorsed - technical/substantive endorsement (expected September 2025)	1201
Consolidated data outputs and presentations on action plans the country NIP endorsement workshop	3000	3000	31 August 2025	Will be paid after the documents and presentations are cleared by RECETOX	1201
Report of the national NIP endorsement process	1400	1400	31 December 2024	Will be paid after the report is cleared by RECETOX	1201
Summary outcome of stakeholder consultations prior updated NIP endorsement	1500	1500	30 September 2025	Funds will be paid once the output report is endorsed by RECETOX	3303
updated NIP endorsement meeting organized (technical)	17500	17500	30 September 2025	Expenses will be reimbursed on the basis of real costs incurred (proofs, invoices), expected budget breakdown see annex 5	3303

Outputs	Maximum Amount per unit (USD)	Maximum Total amount per output	Deliverable Due Date	Comment	Budget line
Report of the NIP endorsement meeting (technical)	1000	1000	30 September 2025	Payment will be made after the report is approved by RECETOX	3303
Reports of the NCM meetings (up to 10 meetings)	100	1000	quarterly	Partial payment per report will be made after the individual report is approved by RECETOX	1201
Summary report from NIP endorsement meetings (policy level)	1000	1000	15 November 2025	Funds will be paid once the the policy endorsement report is cleared by RECETOX	1201
Translation of inventory summaries into national language	content of summaries will be developed in collaboration with NCM	7000	30 November 2024	Expenses will be reimbursed on the basis of real costs incurred (proofs, invoices). Funds will be paid in the next quarter pending approval of the records by RECETOX.	5201
Printed leaflets in national language for awareness raising activities related to updated NIP. Content of leaflets will be developed in collaboration with NCM	500	3000	June 2025	Expenses will be reimbursed on the basis of real costs incurred (proofs, invoices). Funds will be paid in the next quarter pending approval of the records by RECETOX.	5201
Reports of stakeholder involvement and awareness raising sessions for NIP update covering updated NIP inventories development and overall NIP	1000	2000	30 September 2024 30 September 2025	The first report covering in particular development of NIP POPs inventories needs to be delivered at the NIP inventory validation meeting. The second report needs to be delivered at the NIP endorsement meeting. Funds will be paid in 2 stages (provided each report is endorsed by RECETOX): Q4 2024 and Q3 2025	5201

Outputs	Maximum Amount per unit (USD)	Maximum Total amount per output	Deliverable Due Date	Comment	Budget line
Regional training 4 is organized (when reporting mark as R3204), for details see Annex 6	96250	96250	December 2024	Expenses will be reimbursed on the basis of real costs incurred (proofs, invoices). For expected budget breakdown see annex 6. Funds for the training will be paid in two stages - 60 000 USD as a part of the advance payment in September 2024 and the remaining portion after the meeting, on the basis of real costs incurred, provided overall training report is endorsed by RECETOX	R3204

Note: detailed information/requirements for individual outputs/reports is provided in Annex 4, for regional trainings and national meetings see Annex 6

3. Upon signature of this agreement the first payment/advance of 20000 USD (Twenty thousand United States Dollars) will be sent to the Partner to start up the work. Records of expenditure related to this first payment will be provided together with the first set of deliverables.

4. Second and subsequent payments to Partner will be made after a deliverable, related financial report and other agreed-upon documentation have been received by the RECETOX and approved. Should a deliverable completion be delayed (see deliverable due date in the table above), its payment to partner will be made after the deliverable is finalized and related documentation is approved.

5. Until September 2025 the Partner will maintain a positive balance of up to 5000 USD (five thousand) on the project account to cover necessary costs related to project implementation and preparation of national meetings and other related activities in line with mutually agreed workplan/ activity timeline and procurement plan.

Acquisition of services

The Partner shall ensure that any services in relation to the national meetings are procured on the basis of a Procurement Plan mutually agreed between RECETOX and the Partner and that the procedures for procurement of goods and services are guided by the principles of (i) best value for money; (ii) fairness, integrity and transparency and (iii) effective competition and comply with national legislation. Selection of providers and placing of orders is based on an assessment of competitive quotations, bids or proposals in line with procurement plan and distribution of roles shown in Annex 5 and guidance in Annex 7.

Confidentiality

1. Documents made available to the Partner and documents produced through implementation of this agreement can be used only for the purposes of this agreement.

2. The Partner undertakes to ensure the confidentiality of all documents and information related the project and confirms they will not be made available to any third party.
3. The Partner's obligation of keeping a confidentiality of business information related to the project remains permanent and in force even after the completion of the services and the expiration of this Agreement.

Guarantee Fund

Final payment, normally amounting to 5% of the total agreement budget is paid, upon submission and acceptance of the final reports, deliverables and financial report. The RECETOX reserves the right to withhold the final payment as a "Guarantee Fund" when experiencing the partner's non-compliance with the reporting obligations. Release of the fund is subject to the approval of the final report.

Other provisions

1. This Agreement shall be exclusively governed by and construed in accordance with the laws of the Czech Republic. In the event of any dispute the parties will attempt to resolve differences agreeably. Nevertheless, all disputes arising out of or related to this Agreement shall be settled in the first instance by the City Court in Brno, Czech Republic.
2. Amendments to the Agreement may be made exclusively and only with the written approval by both contracting parties.
3. The Agreement shall enter into force on the date of signature by the authorized representatives of the Contracting Parties.
4. This Agreement is made in English in four (4) copies, two (2) for each contracting party.

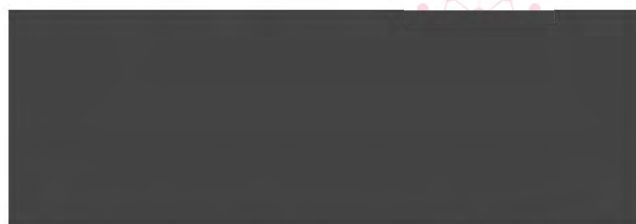
Masaryk University - RECETOX



Tomáš Kašparovský, Dean of the Faculty
of Science – Masaryk University –
RECETOX

Date:.....

PARTNER:



The Regional Environmental Centre
for the Caucasus

Date:.....

Annex 1

Background, context and activities

This agreement is developed in the frames of the Global NIP Update project or in the relevant satellite project implemented in the Central and Eastern Europe (7 countries) to strengthen the implementation of the Stockholm Convention on Persistent Organic Pollutants. Namely, within the projects GEF ID 10875 entitled "Global Development, Review and Update of National Implementation Plans (NIPs) under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs)" covering Bosnia and Herzegovina, Georgia, Montenegro and North Macedonia or the GEF ID 10924 entitled Review and Update of the National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants (POPs) in Albania, Armenia and Kazakhstan, respectively.

The Global NIP update project is implemented by UNEP in collaboration with its executing agencies represented by six Stockholm Convention Regional centres that collaborate directly with the 21 beneficiary countries. The SCRC Czech Republic hosted at RECETOX, Masaryk University, Brno, Czech Republic is supporting the seven beneficiary countries in the Central and Eastern Europe (GEF 10785: Bosnia and Herzegovina, Georgia, Montenegro and North Macedonia, GEF 10924: Albania, Armenia and Kazakhstan).

Parties to the Stockholm Convention are required to develop, review, and update NIPs describing how they will meet the obligations set by the Convention. Developing countries and countries with economies in transition are eligible for GEF capacity-building support for enabling activities to strengthen their ability to implement a systematic and participatory process for the preparation and production of NIPs.

The original NIP addressed the twelve (12) POPs initially listed in the Stockholm Convention. Since 2009 until 2023, the Conference of Parties (COP) has amended the list of POPs in its annexes to include the following chemicals:

- a) At its 4th meeting of the Conference of Parties (COP) in May 2009, the Stockholm Convention was amended to include the following nine new POPs in Annex A (Alpha hexachlorocyclohexane, Beta hexachlorocyclohexane, Chlordecone, Hexabromobiphenyl, Hexabromodiphenyl ether and heptabromodiphenyl ether, Lindane, Pentachlorobenzene (also listed in Annex C), Tetrabromodiphenyl ether and pentabromodiphenyl ether) and Annex B (Perfluorooctane sulfonic acid (PFOS), its salts and perfluorooctane sulfonyl fluoride). The amendments entered into force for most of the SC Parties on 26 August 2010 (SC-4/10 to SC-4/18);
- b) At its 5th meeting of the COP in April 2011, endosulfan (SC-5/3) was included in Annex A with specific exemptions for production and use;
- c) The 6th meeting of the COP in May 2013, decisions were made to include Hexabromocyclododecane (HBCD) in the Convention's Annex A for elimination, with specific exemptions for production for use in expanded and extruded polystyrene in buildings given to specific listed Parties to allow time to phase-in safer substitutes. Countries may choose to use this exemption for up to five years after the request for exemption is submitted (SC-6/13);
- d) The 7th meeting of the COP in May 2015, adopted the amendments of the SC to list hexachlorobutadiene (HCB) in Annex A (SC-7/12), pentachlorophenol (PCP) and its salts and esters in Annex A (SC-7/13) (with specific exemptions for production and use), and polychlorinated naphthalenes (PCNs) (SC-7/14) in Annex A (with specific exemptions for production and use) and C to the Convention;
- e) In May 2017, the 8th meeting of the COP made decision to amend part I of Annex A to list short-chain chlorinated paraffins (SCCP) and decabromodiphenyl ether (deca-BDE), with specific

exemptions for production and use, as well as the inclusion of hexachlorobutadiene in part I of Annex C.

- f) In May 2019, the 9th meeting of the COP made the decision to list two chemicals: dicofol in Annex A (SC-9/11), without specific exemptions and perfluorooctanoic acid (PFOA), its salts and PFOA related compounds also in Annex A (SC-9/12), but with specific exemptions for production and use.
- g) Further, additional candidate chemicals were under review and were subsequently listed in 2022 and 2023. These are the following four chemicals - perfluorohexane sulfonic acid (PFHxS), its salts and PFHxS-related compounds listed in Annex A in 2022 and Dechlorane Plus, Methoxychlor and UV-328 in Annex A in 2023 at COP11 (Methoxychlor without specific exemptions Dechlorane Plus and UV-328 with specific exemptions).

Therefore, the total range of the Stockholm Convention is currently 34 chemicals, but the obligations to cover in updated national implementation plan is for chemicals listed until 2019 inclusive. It is, however, highly recommended to cover at least a preliminary inventory for the most recently listed chemicals.

The implications for Parties of the listed new chemicals include the need:

- ✓ To implement control measures for each chemical listed in annexes A or B (Articles 3 and 4);
- ✓ To develop and implement action plans for unintentionally produced chemicals listed in annex C (Article 5);
- ✓ To develop inventories of the chemicals' stockpiles (Article 6);
- ✓ To review and update the National Implementation Plan (Article 7);
- ✓ To include the new chemicals in the reporting (Article 15);
- ✓ To include the new chemicals in the programme for effectiveness evaluation, to be indicated by the Stockholm Convention Secretariat (Article 16).

OVERVIEW OF POPs IN BENEFICIARY COUNTRY - SEE PROJECT DOCUMENT SHOWN IN APPENDIX 1 TO THIS AGREEMENT

Project Components and Activities:

The goal of the NIP updating project is to contribute to the efforts of each beneficiary country in implementing the Stockholm Convention and consequently protect human health and the environment from the risks posed by the unsound use, management and release of POPs.

The objective of the NIP update is to comply with Article 7 of the Convention that states that Parties shall “review and update, as appropriate, its implementation plan on a periodic basis and in a manner to be specified by the decision of the Conference of the Parties.” Through the process of NIP revision and update and the cooperation of main national stakeholders it is expected that each beneficiary country will also take tangible steps towards mainstreaming chemicals management in the country. The second objective of the project is to support compliance with Article 15 of the Convention and to improve submission and quality of national reporting by facilitating collection of national data including the new POPs.

The project is divided into five components, three Global Components 1, 2 and 4 on political support and stakeholder involvement, tools and methodologies development to facilitate NIP process and implementation at the national level and sharing knowledge, information and training and joint platforms; and Component 3 of the project led by Stockholm and Basel Convention Regional Centers is focusing on review and update of

NIP and related national activities including trainings and meetings. Finally, component 5 focuses on project reporting and monitoring and it is responsibility by the project executing agency.

The component 3 consists of two key outputs of two activities and comprise a number of deliverables:

Output 3.1 Developed or updated NIPs are endorsed by national stakeholders and submitted to the SC Secretariat

Activity 3.1.1 Complete NIP development or update procedure (including review of past/ongoing interventions so that inventories developed through this project will take into account the chemicals that have already been managed and disposed)

Step 1: Establishment of NCM and organization of process (supported by Component 1)

Step 2: POPs inventories and assessment of national capacity (supported by Component 2)

Step 3: Priority assessment and objective setting (supported by Component 2)

Step 4: Formulation of NIP (supported by Component 2)

Step 5: NIP endorsement and submission (supported by Component 1)

Output 3.2 National reports submitted to the SC Secretariat

Activity 3.2.1 Consultation and coordination with key national stakeholders to collect data for national reporting within the NIP development and update process

The relevant project deliverables are described in detail in Annex 4 to this Agreement.

Annex 2

Project Supervision Plan

Annex B - PROJECT SUPERVISION PLAN - GEF ID 10785																																				
Project Title:		Global Development, Review and Update of National Implementation Plans (NIPs) under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs) - GEORGIA, revised February 2024																																		
Project executing agency		SCRC Czech Republic at RECETOX, Masaryk University, Czech Republic																																		
Project implementation period (add additional years as required):		2023										2024										2025														
	Mth no	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Executing agency = RECETOX																																				
RECETOX Partner in collaboration with NFP office																																				
Involvement of all partners = RECETOX, NFP office and RECETOX partner																																				
Output																																				
Activity/Task/Output																																				
Activity 3.1.1: Complete NIP development or update procedure (including review of past/ongoing interventions so that inventories developed through this project will take into account the chemicals that have already been managed and disposed)																																				
Step 1: Establishment of national coordination mechanism (NCM) and organization of process (supported by Component 1)																																				
Output 1.1: Report on national coordination mechanism																																				
Output 1.2: National Inception Workshop Report																																				
Step 2: POPs inventories and assessment of national capacity (supported by Component 2)																																				
Output 2.1: Individual inventories for all POPs																																				
Step 3: Priority assessment and objective setting (supported by Component 2)																																				
Output 3.1: Legal analysis gap report																																				
Output 3.2: Updated country situation report regarding POPs management																																				
Output 3.3: Report on POPs monitoring activities in the country																																				
Output 3.4: Report on research on POPs and education related to POPs																																				
Output 3.5: Summary report on activities of the civil society related to POPs																																				
Output 3.6: Report on awareness-raising and communication activities																																				
Output 3.7: National Validation Workshop Report																																				

Annex 3

Updated country budget

This annex contains a table showing updated country budget table from the project document (Appendix 1) updated on the basis of consultations held with national focal points in May 2023 regarding arrangements for inventory trainings (see Annex 6) and reflect involvement of the RECETOX in national meetings and communication towards the elaboration of the updated National Implementation Plan. As communicated by the Georgian representatives, participants from Georgia will participate in the regional trainings held outside Georgia online only.

Title of Expenditure		Component 3: NIP/NIP Update and Natl Reporting		
		Countries	RECETOX	Total
10	PROJECT PERSONNEL COMPONENT			
1200	National NIP expert 1 (lead)	40 000	0,00	40 000
1201	National NIP expert 2	30 000	0,00	30 000
1202	National NIP expert 3	30 000	0,00	30 000
1299	Sub-Total	100 000	0,00	100 000
30	TRAINING COMPONENT			
3200	Group training (field trips, WS, etc.)			
3202	National inventory workshop/training 1	40 000	5 000,00	45 000
3203	National inventory workshop/training 2	40 000	5 000,00	45 000
3299	Sub-Total	80 000	10 000,00	90 000
3300	Meetings/conferences			
3301	National inception workshop	22 000	3 000,00	25 000
3302	National validation workshop	22 000	3 000,00	25 000
3303	National endorsement workshop	22 000	3 000,00	25 000
3399	Sub-Total	66 000	9 000,00	75 000
50	MISCELLANEOUS COMPONENT			
5200	Reporting costs (publications, maps)			
5201	Knowledge Management/Communication Pieces (including design, web work, translations)	10 000	3 000,00	13 000
5299	Sub-Total	10 000	3 000,00	13 000
TOTAL		256 000	22 000,00	278 000

Note - Funds for planned regional trainings are shown in the RECETOX column budget line 3202/3203. Relevant portion of these will be transferred to the organizer of the workshop as per plan in Annex 6, remaining non-transferred funds from the country budget (80000 USD) are split evenly to the above budget line 3202 and 3203 for beneficiary country use as reflected in the Schedule for the deliverables in the body of the Agreement. Georgia will participate in the regional trainings held outside Georgia online only.

Annex 4

Project deliverables

This annex contains a list of key project deliverables and deliverables that support elaboration of the updated National Implementation Plan (NIP) on the basis of national governance, procedures, data as well as capacities and identified gaps. The lists are complemented by three tables summarizing outputs of POP inventories, other technical reports and expert contribution to the NIP drafting and national coordination.

Key project deliverables

1) Reviewed and updated NIP

The original NIP addressed the twelve (12) POPs initially listed on the SC. Since 2004 until 2023, the Conference of Parties (COP) have amended the list of POPs in its annexes to include 22 additional chemicals and the obligations to cover in revised/updated national implementation plan is for chemicals listed until 2019 inclusive. It is, however, highly recommended to cover at least a preliminary inventory for the most recently listed chemicals.

In addition, the National Implementation Plan also addresses national legal and institutional framework and evaluates and lays down plans for actions in relation to articles 3-16 of the Stockholm Convention in the country. Further, when reviewing and updating NIP, the updated NIP revisits earlier action plans and reflects on the progress made in implementation and adapts them to take further action.

The main NIP chapters are usually as follows (shown in blue below):

[Executive summary](#)

[1. Introduction](#)

[2. Country baseline](#)

[2.1 Country profile](#)

[2.2 Institutional, policy, and regulatory framework](#)

[2.3 Assessment of the POPs issue in the country](#)

This subchapter would contain specific information on POPs listed under the three annexes of the Stockholm Convention, including: historical, current, and projected future production, use, import, export and waste management; existing policy and regulatory framework. It would provide the current state of knowledge about POPs in a country and cover information from inventories and other relevant documents as well as some assessment on the implementation to date.

Further, it addresses

- Assessment of releases of unintentional produced chemicals (Annex C)
- Information on the state of knowledge on stockpiles, contaminated sites and wastes, identification, likely numbers, relevant regulations, guidance, remediation measures, and data on releases from sites
- Summary of future production, use, and releases of POPs – requirements for exemptions
- Existing programmes for monitoring releases and environmental and human health impacts, including findings
- Current level of information, awareness, and education among target groups; existing systems to communicate such information to the various groups;
- Mechanism to report under Article 15 on measures taken to implement the provisions of the Convention and for information exchange with other Parties to the Convention
- Relevant activities of non-governmental stakeholders
- Overview of technical infrastructure for POPs assessment, measurement, analysis, alternatives and prevention measures, research and development – linkage to international programmes and projects
- Overview of technical infrastructure for POPs management and destruction
- Identification of impacted populations or environments, estimated scale and magnitude of threats to public health and environmental quality, and social implications for workers and local communities
- Details of any relevant system for the assessment and listing of new chemicals

- Details of any relevant system for the assessment and regulation of chemicals already in the market

3. Strategy and action plan elements of the national implementation plan

3.1 Policy statement

3.2 Implementation strategy

3.3 Action plans, including respective activities and strategies covering

- Institutional and regulatory strengthening measures
- Measures to reduce or eliminate releases from intentional production and use
- Production, import and export, use, stockpiles, and wastes of Annex A POPs pesticides (Annex A, Part I chemicals)
- Production, import and export, use, identification, labelling, removal, storage, and disposal of PCBs and equipment containing PCBs (Annex A, Part II chemicals)
- Production, import and export, use, stockpiles, and wastes of industrial chemicals
- Production, import and export, use, stockpiles, and wastes of DDT (Annex B, Part II chemicals) if used in the country
- Production, import and export, use, stockpiles, and wastes of PFOS, its salts and PFOSF (Annex B, Part III chemicals)
- Register for specific exemptions and the continuing need for exemptions (Article 4)
- Measures to reduce releases from unintentional production (Article 5)
- Identification and management of stockpiles, waste and articles in use, including release reduction and appropriate measures for handling and disposal (Article 6)
- Identification of contaminated sites (Annex A, B, and C Chemicals) and, where feasible, remediation in an environmentally sound manner
- Facilitating or undertaking information exchange and stakeholder involvement
- Public and stakeholder awareness, information and education (Article 10)
- Effectiveness evaluation (Article 16)
- Reporting (Article 15)
- Research, development and monitoring (Article 11)
- Technical and financial assistance (Articles 12 and 13)

3.4 Development and capacity-building proposals and priorities

3.5 Timetable for implementation strategy and measures of success

3.6 NIP implementation status

3.7 Resource requirements

Annexes

2) Article 15 national report

The second key deliverable is preparation of the submission of the next round of Article 15 national report by using information generated during the NIP update process through inventory updates and development as well as in collaboration with stakeholders and identification and establishment of new procedures. Further details are not yet available at this stage.

Deliverables that support elaboration of the update NIP

- 1) national coordination mechanism for POPs management report including: terms of reference of the national coordinating mechanism for chemicals management or POPs management (NCM) containing role, scope and stakeholders, description of NCM's place within the national governance system and meeting calendar that is sustainable and durable.
- 2) inventories
 - updated POP inventories for initial POPs (12 chemicals) with information in the inventory toolkit (tier III)

- updated POP inventories for “new POPs” from 2009-2013 (11 chemicals) with information in the inventory toolkit (tier III)
- new inventories for new POPs 2015-2019: initial inventory/baseline (7 chemicals), with information in the inventory toolkit (at least tier II)
- initial evaluation/country baseline regarding current candidate POPs on the basis of information available in recommendations and documents produced by the Persistent Organic Pollutants Review Committee (includes 4 chemicals - 1 listed in 2022 and 3 listed in 2023) with information in the inventory toolkit (at least tier I).

Each inventory comprises these components:

- Report on historical and current production, import, export, use(s) in the country, presence in stockpiles and contaminated sites, and data on wastes including generation of waste and disposal for a particular POP (guided by the guidance document developed by the Stockholm Convention) supported by data in relevant tier of the inventory toolkit
- List of existing national measures including legislation and national authorities, organizations and procedures for the management of that POP
- Comparison of the legal and institutional framework to the requirements of the Stockholm Convention to identify gaps and needs for action.
- Information on availability of data and effectiveness of relevant information systems and some assessment of the reliability and quality of the data to identify and classify gaps in information and needs for additional data gathering and generation.
- Determination of need for a specific exemption or acceptable purpose and make steps to register for that exemptions are still allowed
- Presentation of data in the reporting format using electronic template for the reporting of quantitative and qualitative information contained in national implementation plans in a manner harmonized with the reporting under Article 15 of the Stockholm Convention
- Finally, the inventory identifies elements to develop an action plan to address a particular POP in the context of the national implementation plan

For a detailed list of inventory reports to be provided see table 1 below

3) legal analysis gap report (to cover also newly listed POPs until 2019 (until 2023, ideally) + draft short term and long term actions to introduce missing legal measures)

4) updated country situation report regarding POPs management - including institutional framework and capacities, governance, policies and strategies in place as of 2023

5) report on unintentionally produced POPs and progress in their management

6) report on POPs monitoring activities in the beneficiary country

7) report on research on POPs and education related to POPs (at all levels) in the beneficiary country

8) overview/summary report on activities of the civil society related to POPs in the beneficiary country

9) report on information exchange, existing awareness raising and communication activities (or newly planned) including activities of government agencies, academia and civil society in the beneficiary country in relation to POPs

10) report on technical assistance and financial assistance received/provided in relation to POPs management

Other deliverables

11) report on prioritization of POPs related activities to be implemented - towards preparation of action plans into updated NIP (short term (within 3 years), long-term 5-10 years)

- preparation for the 2nd country workshop - validation of POPs inventories (consolidated data, presentations, summaries from inventories)
- consolidation of outputs from all inventories and preparation of clusters for discussion (in consultation with NFP) - by using online meeting(s) and thematic contact groups - suggested group A on PCB/energy, group B on pesticides, group C on new POPs, group D on waste management, group E on policy, legal issues and synergies, group F on POPs monitoring, research and education (this group can also cover communication and awareness raising activities), and group G on communication and awareness raising activities

12) list of action plans for NIP (action plans short term (within 3 years), action plans long term (5-10 years))

- using updated POP inventories
- using outputs of the national prioritization discussions
- outputs of the country wide consultation with stakeholders (including general public)

In summary, list of technical reports supporting NIP drafting is available in table 2, and technical support necessary for national inventory validation meeting is covered by table 3, facilitation of NIP prioritization is covered in Table 4, and for NIP drafting and endorsement (table 5).

Table 1 List of POP Inventory reports - detailed breakdown

Scope of the actions for deliverable preparations	Output/deliverable	Timing	Rate (USD)
Review and update inventory of initial 12 POPs covering full scope and components listed above in inventory description. Cover also cross-check of the former NIPs [beneficiary country], available POP project data and official records of the existing stocks of POPs and contaminated sites and their locations	Report on POP pesticides inventory part I (covers aldrin, chlordane, dieldrin, endrin, heptachlor, mirex, toxaphene, pesticide use of HCB, and DDT).	April 2024	3000
	Report on polychlorinated biphenyls (PCBs) inventory	July 2024	3000
	Report on unintentionally produced POPs, part dioxins, furans and unintentionally produced HCB and PCB	July 2024	3000
Review and update or develop inventory of "new POPs" listed from 2009-2013 (11 chemicals) covering full scope and components listed above in inventory description. Cover also cross-check of the former NIPs [beneficiary country], available POP project data and official records of the existing stocks of POPs and contaminated sites and their locations	Updated inventory for "new POPs", industrial chemicals, listed from 2009-2013 (tetra-, penta-, hexa-, octa-bromodiphenyl ethers (PBDEs), pentachlorobenzene, hexabromocyclododecane, hexabromobiphenyl and PFOS)	May 2024	7500
	Report on POP pesticides inventory part II (covers chlordecone, endosulfan, hexachlorocyclohexanes).	May 2024	3000

Scope of the actions for deliverable preparations	Output/deliverable	Timing	Rate (USD)
Development of inventory for new POPs 2015-2019: initial inventory/baseline (7 chemicals) covering full scope and components listed above in inventory description. Cover also cross-check of the former NIPs [beneficiary country], available POP project data and official records of the existing stocks of POPs and contaminated sites and their locations	Inventory for new industrial POPs 2015-2019: initial inventory/baseline (covering polychlorinated naphthalene's, SCCP, deca-BDE and PFOA)	June 2024	6000
	Report on unintentionally produced POPs, part II (hexachlorobutadiene, pentachlorobenzene, polychlorinated naphthalenes)	August 2024	3000
	Report on POP pesticides inventory part III (covers pentachlorophenol and dicofol).	May 2024	2000
Perform initial evaluation/ establish country baseline on the basis of information available in recommendations and documents produced by the Persistent Organic Pollutants Review Committee (4 chemicals). Cover scope listed above in inventory description to the extent possible. Cover also available POP project data and official records of the existing stocks of POPs and contaminated sites and their locations	Baseline inventory report for new POPs post 2020 (covers PFHxS and metoxychlor, dechlorane plus, UV328 respectively)	October 2024	3600

Table 2 - Technical reports (other than POP inventory) supporting NIP elaboration - detailed breakdown

Scope of the actions for deliverable preparations	Output/deliverable	Timing	Rate (USD)	Budget line
Analysis of the national coordination mechanism	Report on national coordination mechanism for POPs management	May 2024	600	1201
Review and summarize national framework for POPs management - governance, policies and strategies and available national capacities in place as of 2023	Assessment report of national policies and capacities for POPs management and regulatory framework related to POPs management including gaps	September 2024	2000	1201
On the basis of prepared POP inventories review national legal framework for implementation of the Stockholm Convention and identify gaps, need for exemptions and necessary improvements	Legal analysis gap report	June 2024	2200	1201

Scope of the actions for deliverable preparations	Output/deliverable	Timing	Rate (USD)	Budget line
Review existing national and international activities and programs related to monitoring of POPs in all environmental matrices taking place in beneficiary country including cross-check relevant chapters from the former NIPs and official records, evaluate progress	Report on POPs monitoring activities	August 2024	1800	1201
Review national activities and programs at all levels and stakeholders related to research and education activities including cross-check from the former NIPs for [add beneficiary country] and official records, evaluate progress	Report on research and education activities related to POPs at all levels	September 2024	1500	1201
Review information exchange, existing awareness raising and communication activities (or newly planned) related to POPs, consult and and gather existing and new activities of government agencies, academia and civil society in the beneficiary country in relation to POPs management	Summary report on information exchange, awareness raising and activities of the civil society related to POPs in [add country name]	June 2024	2000	1201
Review records of national development assistance, bilateral and multilateral aid and collaboration for technical assistance and financial assistance received/ provided in relation to POPs management including cross-check from the former NIPs for [add beneficiary country] and official records of projects and events, evaluate progress	Report on technical assistance and financial assistance	December 2024	1200	1201
Preparation for NIP endorsement workshop, consolidation of outputs and preparation for presentations on the basis of available reports and consultations	Report on national NIP endorsement process	December 2024	1400	1201
	Summary outcome of stakeholder consultations prior updated NIP endorsement	September 2025	1500	3303

Table 3 Technical support needed for national inventory validation meeting

Output/deliverable	Timing	Rate (USD)
Presentations at the country workshop validation of inventories on 12 initial POPs including consolidated data	November 2024	1500
Presentations at the country workshop validation of inventories on new POPs listed 2009-2013 including consolidated data	November 2024	2000

Output/deliverable	Timing	Rate (USD)
Presentations at the country workshop validation of inventories on new POPs listed 2015-2019 including consolidated data	November 2024	1500
Presentations at the country workshop validation of inventories on candidate POPs and new POPs listed post 2020 including consolidated data	November 2024	1200

Table 4 Technical support during the NIP prioritization process

Deliverable/Output	Timing	Rate (USD)
Presentations for thematic groups - consolidated outputs from all inventories and reports and prepared of cluster presentations for discussion	November 2024	3000
Reports from thematic work groups	March 2025	2700
Presentation for NCM on proposed priority issues	February 2025	800
Result of discussions: list of national priority issues and potential short term (within 3 years), long-term (5-10 years) action plans	February 2025	1000
draft text in NIP on action plans including priorities	March 2025	2000

Table 5 Technical support necessary for preparing draft updated NIP and its final version for endorsement

Scope of the actions for deliverable preparation	Output/deliverable	Timing of the draft and final version	Total Rate (USD)
On the basis of the updated inventory for initial 12 POPs, data in inventory toolkit, national prioritization outputs and relevant technical reports shown in table 2 above and other official records draft text for inventoried chemicals into the relevant chapters of the draft NIP	Draft text in NIP and relevant action plans covering POP pesticides inventory part I	15 May 2025 and 31 July 2025	1000
	Draft text in NIP and relevant action plans covering polychlorinated biphenyls	15 May 2025 and 31 July 2025	1500
	Draft text in NIP and relevant action plans covering unintentionally produced POPs, part dioxins, furans and unintentionally produced HCB and PCB	15 May 2025 and 31 July 2025	1500
By using updated inventory for "new POPs" listed from 2009-2013 (11 chemicals), data in inventory toolkit, national prioritization outputs and	draft text in NIP and relevant action plans covering "new POPs", industrial chemicals, listed from 2009-2013	15 May 2025 and 31 July 2025	3500

Scope of the actions for deliverable preparation	Output/deliverable	Timing of the draft and final version	Total Rate (USD)
relevant technical reports shown in table 2 above and other official records draft text for inventoried chemicals into the relevant chapters of the draft NIP	draft text in NIP and relevant action plans covering POP pesticides part II	15 May 2025 and 31 July 2025	1500
By using developed inventory for new POPs 2015-2019 (7 chemicals), data in inventory toolkit, national prioritization outputs and relevant technical reports shown in table 2 above, and other official records draft text for inventoried chemicals into the relevant chapters of the draft NIP	draft text in NIP and relevant action plans covering "new POPs", industrial chemicals, listed from 2015-2019	15 May 2025 and 31 July 2025	1000
	draft text in NIP and relevant action plans covering unintentionally produced POPs, part II	15 May 2025 and 31 July 2025	1000
	draft text in NIP and relevant action plans covering POP pesticides part III	15 May 2025 and 31 July 2025	1000
By using country baseline for POPs listed in 2022 and 2023, available data in inventory toolkit, national prioritization outputs and relevant technical reports shown in table 2 above, and other official records draft text for inventoried chemicals into the relevant chapters of the draft NIP	draft text in NIP and relevant action plans covering new POPs listed post 2020	15 May 2025 and 31 July 2025	1000
By using the Assessment report of national governance, policies, strategies and capacities for POPs management and regulatory framework related to POPs management in place as of 2023 evaluate progress in the institutional and policy frameworks and in procedures generating/sharing national data, identify linkages/ synergies in governance and policies or necessary improvements in frameworks and draft text into the relevant chapters of the NIP	draft text in NIP and relevant action plans covering Institutional, policy, and regulatory framework and Article 15	15 May 2025 and 31 July 2025	3000
On the basis of prepared inventories and Legal analysis gap report, evaluate progress, and draft text into the relevant chapters of the NIP	draft text in NIP and relevant action plans covering Institutional, policy, and regulatory framework and Institutional and regulatory strengthening measures	15 May 2025 and 31 July 2025	2000
By using the developed Report on POPs monitoring activities, evaluate progress and draft relevant chapter of the NIP	draft text in NIP and related action plans covering article 16 of the Stockholm Convention	15 May 2025 and 31 July 2025	2000
By using the developed Report on research and education activities related to POPs at all levels and by all stakeholders evaluate progress covering implementation of article 11 and draft relevant chapter of the NIP	draft text in NIP and related action plans covering article 11 of the Stockholm Convention	15 May 2025 and 31 July 2025	2500

Scope of the actions for deliverable preparation	Output/deliverable	Timing of the draft and final version	Total Rate (USD)
By using the developed Summary report on information exchange, awareness raising and activities of the civil society and other stakeholders related to POPs, Report on NCM and Assessment report of national policies and capacities for POPs management and regulatory framework related to POPs management including gaps evaluate progress in information exchange, awareness raising, and stakeholder involvement draft relevant chapter of the NIP	draft text in NIP and related action plans covering article 10 of the Stockholm Convention and facilitation of stakeholder involvement	15 May 2025 and 31 July 2025	4500
By using developed Report on technical assistance and financial assistance and relevant parts of the Assessment report of national policies and capacities for POPs management and regulatory framework related to POPs management including gaps evaluate progress and draft relevant chapter of the NIP	draft text in NIP and related action plans covering article 12 and 13 of the Stockholm Convention	15 May 2025 and 31 July 2025	2000
Review the country baseline and profile information in the former NIPs and update country profile in the relevant chapter of the NIP	Updated text in NIP on Country profile	15 May 2025 and 31 July 2025	1000
Review the waste management capacities, considering findings of updated inventories for all POPs regarding stockpiles, wastes and contaminated sites, cross-check the former NIPs and official records of projects and events, evaluate progress and draft relevant chapters of the NIP	draft text in NIP on POPs stockpiles, wastes and waste management capacities and on POPs contaminated sites	15 May 2025 and 31 July 2025	2500

Annex 5

Distribution of roles and responsibilities between office of the National Focal Point of the Stockholm Convention in Georgia, project executing agency (Stockholm Convention Regional Centre at RECETOX, Masaryk University - hereafter RECETOX) and partner organization in the beneficiary country, REC Caucasus.

This document is based on the agreement reached during consultations held with beneficiary country representatives on the most efficient national arrangements for implementation of the project.

Office of the National Focal point is to provide national policy support as well as logistical support towards involvement of government authorities and other national stakeholders in relation to the project GEF ID 10785/10924 and facilitate convening of official meetings and dispatch official letters and invitations/ requests to national stakeholders, as appropriate. More details are given in the table below.

RECETOX is executing agency contracted by UNEP, implementing agency to GEF projects 10785 and 10924, to manage project funds on a day-to-day basis, report quarterly on project expenditures, develop annual workplans, budget estimates and procurement plans as well as provide the final audit report and have responsibility on the proper use of the GEF funds. The RECETOX will also provide technical support to NFP and Partner to reach the project objectives and deliverables. More details are given in the table below.

Partner organization REC Caucasus is to facilitate communication with national experts, support the executing agency in organization of meetings (logistics) in beneficiary country and provide the executing agency with necessary information and documents for financial management of the project and carry on work in line with scope of the PCA. More details are given in the table below.

The following table summarizes the roles and responsibilities of each entity. This is not an exhaustive list, and further items may be added upon agreement of the Parties.

NFP office	RECETOX	REC Caucasus	TASKS
General project management, support & steering			
x			NFP office will act as a final beneficiary of the project results, specified in the UNEP Project Document (Appendix A to the PCA).
	x		Be responsible to ensure that the project produces the results specified in the UNEP Project Document (Appendix A to the PCA), to the required standard of quality and within the specified constraints of time and cost.
x			Ensure government relations and national policy support and chair the national coordinating mechanism
x			Issue government endorsement/validation of technical reports (inventories, gap analysis, action plans, updated NIP) produced as project deliverables
x		x	Facilitating RECETOX`s work in providing technical support to national and local governments and sectors

NFP office	RECETOX	REC Caucasus	TASKS
	x	x	Making available international technical expertise
x		x	Facilitate access to project sites and locations as appropriate
x	x	x	Supporting government involvement and support to logistical project-related issues (e.g. organization of meetings and provision of relevant facilities), as required
x	x		RECETOX is responsible for assuring the accuracy, quality and timely submission of substantive, administrative and financial reporting to UNEP.
	x		Establishment and management of the Project Bank Account for receiving and administering GEF funds
	x	x	Managing project expenditure in line with the annual approved budgets and work-plans and according to the reporting requirements
	x		Day-to-day project management
x	x	x	Day-to-day project implementation
	x		Responsible for administrative and financial reporting to UNEP. RECETOX shall provide all reports, including the audit report, for the project in English or translated to English as applicable to UNEP.
Cash management			
	x		Receives the cash advances from UNEP and sends payments to sub-contractors as specified in individual agreements
	x		Prepares, certifies and requests cash advances to UNEP in line with the project implementation progress
	x		Prepares, certifies and submits quarterly expenditure reports to UNEP
	x		Undertakes annual financial audits and submits to UNEP
	x	x	Maintains project account and keeps separate, accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by UNEP to ensure that all expenditures are in conformity with the provisions of the project document. For each disbursement, proper supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction
	x	x	Returns unspent funds, including from any sub-contractors, as per agreement with UNEP/RECETOX and UNEP/partner respectively

NFP office	RECETOX	REC Caucasus	TASKS
x		x	Provide necessary information and documents for financial management of the project in relation to activities undertaken by Partner including original invoices, bills, and receipts pertinent to the transaction
Reporting requirements			
	x		Responsible for substantive, administrative and financial reporting to UNEP
	x		Establishes and runs the project monitoring and evaluation
x	x	x	Provides information on meetings, consultations, logistical (including list of participants and photos from meetings, trainings) and other technical and substantive information to facilitate quarterly reporting on project progress
Procurement (sub-contractors, consultants, experts and project staff)			
	x		Drafting of ToRs; consult with UNEP on key positions or sub-contracts
	x	x	Secure procedure contracting for the local sub-contractors following national regulations and RECETOX procurement regulations
	x	x	Draft contract instruments and get them signed
	x	x	Administration of the contracts, including coordination of any travel associated to the Project for consultants, project staff or by the subcontractor
	x	x	Technical supervision of staff, consultants and sub-contractors
x	x		Evaluation of the quality of work and deliverables of project staff, consultants and/or sub-contractors
	x	x	Results-based payment of consultants, experts and sub-contractors after the UNEP/RECETOX clearance
Acquisition of goods and services			
	x	x	Call for bids /quotations/proposals in line with the agreement and procurement plan
	x	x	Evaluation of bids /quotations & Selection of providers
	x	x	Draft agreement with provider(s) or place an order and get it signed after RECETOX clearance
	x	x	Payment to supplier from the project budget

NFP office	RECETOX	REC Caucasus	TASKS
Technical implementation and additional management tasks of Project by RECETOX			
	x		Overall project implementation, management and reporting to UNEP
	x	x	Provide technical services to the project in line with its expertise and capacity
x	x	x	Liaising and working closely with all partner institutions to link the project with complementary national, regional and local programs and initiatives.
x			Shall support RECETOX in development of annual work plans and budgets, contribute to technical and financial reporting, as well as backstopping to implement recommendations made by national coordination mechanism or UNEP
	x	x	Travel arrangements
	x	x	Logistic arrangement of meetings venues, catering services, speakers and any other associated issue
	x		Supervision of selected candidates, sub-contractors and quality assurance of their deliverables

Annex 6

Specific Meetings organized in beneficiary country

As per Annex 1 and Appendix 1 to this Agreement, each beneficiary country will hold three national meetings:

National inception workshop (expected Q1 2024, plan to be confirmed by NCM/NFP office)

POPs inventory validation meeting (expected Q3-Q4 2024)

updated NIP endorsement meeting (technical) (expected September 2025 the latest)

Expected detailed maximum budget breakdown for each national meeting:

Item	Maximum budgeted amount per item (USD)
organization of the meeting/administrative support	3000
interpretation (EN-national language), 2 interpreters/1 day	2000
catering 1 day (2 coffee breaks, 1 lunch) range of 50-100 participants	2000 - 4000
meeting venue hire and arrangements for hybrid access/stream/recording of presentations	4000
contributions from national experts/meeting documents and materials	6000
meeting report	1000
communication and awareness raising activities	2000

Note: The budget shown above is indicative and shows maximum budgeted amount per item. Expenditures incurred by the Partner will be reimbursed on the basis of the proven real costs achieved on the basis of competitive quotations, bids or proposals for the given venue and time.

Technical specification of meeting services

National Inception Workshop

Items	Deliverables	Note
1) Meeting		
Organise, secure and pay for adequate logistical arrangements for the meeting, including a suitable venue equipped with adequate facilities (includes wi-fi and projection, screen and IT equipment for presentations, IT equipment and sound system for interpretation, microphones 1 per 2 participants (table microphones), interpreting booth for 2 interpreters, room arrangement Geneva, podium with 5 chairs and table(s), 2 participants share 1 microphone.	Suitable venue equipped with adequate facilities available for the meeting.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
Provide meeting materials: Stationary (registration badges, nameplates, paper, pens) and printed materials.	Meeting materials as requested by RECETOX (badges, nameplates, paper, pens, printed materials).	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.

Items	Deliverables	Note
2) Interpretation		
Organize and pay for interpretation (English-Georgian, Georgian-English), 2 interpreters, 6 hours of interpretation.	EN – GE, GE – EN interpretation is provided	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
3) Catering		
Organize and purchase catering for meeting participants at the meeting venue. 2 coffee breaks (water, juice, coffee, tea + fruits or pastry (sweet)) lunch - buffet lunch	2 coffee breaks and 1 lunch provided for participants.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
4) Support		
Register participants at the opening of the workshop and prepare the list of participants having attended the meeting.	List of participants made available.	
Make arrangements to provide sufficient staff, including administrative and secretarial staff to support the meeting.	Sufficient support staff for the meeting provided.	If necessary
Provide communication support of the meeting.	Communication support of the meeting provided.	
5) Report		
Issue a report of the meeting	A report of the meeting is issued.	

Note: * The amount paid will be based on real costs incurred by the Bidder for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that the Partner has to pay in accordance with Georgian regulations.

POPs inventory validation meeting

Items	Deliverables	Note
1) Meeting		
Organise, secure and pay for adequate logistical arrangements for the meeting, including a suitable venue equipped with adequate facilities (includes wi-fi and projection, screen and IT equipment for presentations, IT equipment and sound system for interpretation, microphones 1 per 2 participants (table microphones), interpreting booth for 2 interpreters, room arrangement Geneva, podium with 5 chairs and table(s), 2 participants share 1 microphone.	Suitable venue equipped with adequate facilities available for the meeting.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
Provide meeting materials: Stationary (registration badges, nameplates, paper, pens) and printed materials..	Meeting materials as requested by RECETOX (badges, nameplates, paper, pens, printed materials).	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
2) Interpretation		

Items	Deliverables	Note
Organize and pay for interpretation (English-Georgian, Georgian-English), 2 interpreters, 6 hours of interpretation.	EN – GE, GE – EN interpretation is provided	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
3) Catering		
Organize and purchase catering for meeting participants at the meeting venue. 2 coffee breaks (water, juice, coffee, tea + fruits or pastry (sweet)) lunch - buffet lunch	2 coffee breaks and 1 lunch provided for participants.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
4) Support		
Register participants at the opening of the workshop and prepare the list of participants having attended the meeting.	List of participants made available.	
Make arrangements to provide sufficient staff, including administrative and secretarial staff to support the meeting.	Sufficient support staff for the meeting provided.	If necessary
Provide communication support of the meeting.	Communication support of the meeting provided.	
5) Report		
Issue a report of the meeting	A report of the meeting is issued.	

Note: * The amount paid will be based on real costs incurred by the Bidder for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that the Partner has to pay in accordance with Georgian regulations.

National Endorsement Workshop

Items	Deliverables	Note
1) Meeting		
Organise, secure and pay for adequate logistical arrangements for the meeting, including a suitable venue equipped with adequate facilities (includes wi-fi and projection, screen and IT equipment for presentations, IT equipment and sound system for interpretation, microphones 1 per 2 participants (table microphones), interpreting booth for 2 interpreters, room arrangement Geneva, podium with 5 chairs and table(s), 2 participants share 1 microphone.	Suitable venue equipped with adequate facilities available for the meeting.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
Provide meeting materials: Stationary (registration badges, nameplates, paper, pens) and printed materials.	Meeting materials as requested by RECETOX (badges, nameplates, paper, pens, printed materials).	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
2) Interpretation		

Items	Deliverables	Note
Organize and pay for interpretation (English-Georgian, Georgian-English), 2 interpreters, 6 hours of interpretation.	EN – GE, GE – EN interpretation is provided	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
3) Catering		
Organize and purchase catering for meeting participants at the meeting venue. 2 coffee breaks (water, juice, coffee, tea + fruits or pastry (sweet)) lunch - buffet lunch	2 coffee breaks and 1 lunch provided for participants.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
4) Support		
Register participants at the opening of the workshop and prepare the list of participants having attended the meeting.	List of participants made available.	
Make arrangements to provide sufficient staff, including administrative and secretarial staff to support the meeting.	Sufficient support staff for the meeting provided.	If necessary
Provide communication support of the meeting.	Communication support of the meeting provided.	
5) Report		
Issue a report of the meeting	A report of the meeting is issued.	

Note: * The amount paid will be based on real costs incurred by the Bidder for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that the Partner has to pay in accordance with Georgian regulations.

Trainings

Some trainings will be held with the help of the global component 2 in the online form as webinars, other trainings will be in person. The in-person trainings with support of the Component 3 and organized by the RECETOX will be held in regional format as agreed by country representatives in May 2023. Part of the training budget will therefore be managed by the RECETOX. Budget estimates for 8-10 in-person participants per country in each regional training sum up to a total of 385000 USD covering training costs, venue and travel arrangements (96250 USD on average for each training).

In consultations with beneficiary countries in the Eastern Europe, it was agreed to hold 2 regional trainings in 2023 and up to two regional trainings in 2024.

Expected timeline and training venues are shown below:

Training 1: new POPs: Brominated POPs and their inventories

organized by RECETOX in collaboration with CETI, 17-18 October 2023 in Podgorica, Montenegro.

Training 2: new POPs inventory: PFAS including PFHxS, baseline information on dechloran plus, UV328 and "formats to submit your NIP."

Organized by RECETOX in its premises Brno, Czech Republic 5-6 December 2023

Training 3: Understanding POPs monitoring and data interpretation

Organized by RECETOX in its premises Brno, Czech Republic in June or September 2024

Training 4: Costing NIP action plans, organized by RECETOX in collaboration with REC Caucasus, date: 2nd half of 2024

Expected detailed maximum budget breakdown for each regional training:

Item	Maximum budgeted amount per item (USD)
organization of the meeting/administrative support/overall meeting report	3000
interpretation (EN-RU), 2 interpreters/day, up to 2 days	4000
catering (3-4 coffee breaks, 2 lunch) range of 60-75 participants	5000
Arrangements for hybrid access/stream/licence for zoom/recording of the training	3000
Meeting venue hire and arrangements, sound/microphone equipment, 1,5 -2 days	3000
contributions from trainers (external/RECETOX)	2000
accommodation (3 night stay in the hotel for 7 countries (approx 110 USD/ person per night)	24500
Travel (airline or ground transport) for meeting participants and trainers	36000
DSA payment (terminal costs and remaining meal allowance)	14000
Miscellaneous/buffer for increase in travel expenses	1750
Total	96250

Note: The budget shown above is indicative and shows maximum budgeted amount per item. Expenditures incurred by the Partner will be reimbursed on the basis of the proven real costs achieved on the basis of competitive quotations, bids or proposals for the given services at the venue and time.

Technical specification of meeting services

Items in the Proposal	Deliverables	Note
1) Meeting		
Organise, secure and pay for adequate logistical arrangements for the meeting, including a suitable venue equipped with adequate facilities (includes wi-fi and projection, screen and IT equipment for presentations, IT equipment and sound system for interpretation, zoom license to cover up to 300 online participants, recording of the sessions and sharing the recordings, microphones 1 per 2 participants (table microphones), interpreting booth for 2 interpreters, room arrangement School, podium with 5 chairs and table(s), 2 participants share 1 microphone.	Suitable venue equipped with adequate facilities available for the meeting, recordings of the sessions.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.

Items in the Proposal	Deliverables	Note
Provide meeting materials: Stationary (registration badges, nameplates, paper, pens) and printed training materials (agenda and group work instructions/case studies).	Meeting materials as requested by RECETOX (badges, nameplates, paper, pens, printed training materials).	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
2) Interpretation		
Provide interpretation (English- Russian), 2 interpreters, 6 hours of interpretation per day 1, and up to 4 hours per day 2	EN - RU interpretation is provided	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
3) Catering		
Organize and purchase catering for meeting participants at the meeting venue 2 coffee breaks per day (i.e. meeting starts 9 am, coffee break 10.30 - 11 am, and 16.00 - 16:30 lunch break 13.00-15.00 (13.00-14.30, if interpreters agree) coffee break: water, juice, coffee, tea + fruits or pastry (sweet) lunch - buffet lunch dinner - local restaurant with options for meat eaters and vegetarians or other dietary restrictions if necessary)	3-4 coffee breaks, 2 lunches, 1 dinner provided for participants.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
4) Transport		
Organize transport from the hotel to dinner venue and back.	Transport from hotel to dinner venue and back provided.	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
5) Travel/Ticketing		
Organize air travel for registered participants from Albania, Armenia, BIH, Montenegro, Kazakhstan, North Macedonia as appropriate, based on information from registration forms. On the basis of economy class ticket, most efficient and economic route (return ticket) provide 2 travel options for selection by each participant.		Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.
6) Accommodation		
Reserve and pay for accommodation for confirmed participants, making use of the list of confirmed participants as communicated by RECETOX. - max cost is 50% of DSA for Tbilisi - single room with breakfast - reasonable 3 star hotel	Block-booking for sponsored participants in a suitable hotel in the meeting venue	Invoices covering the item implementation together with necessary documentation should be issued to The Partner*.

Items in the Proposal	Deliverables	Note
7) Support		
Register participants at the opening of the NIP training meetings, and prepare the list of participants having attended the meeting.	List of participants made available.	
Make arrangements to provide sufficient staff, including administrative and secretarial staff to support the meeting.	Sufficient support staff for the meeting provided.	
Enter into other such administrative and/or contractual arrangements as may be reasonably required for the effective completion of the responsibilities as agreed with RECETOX.	Administrative and/or contractual arrangements made as necessary.	
Provide communication support of the meeting.	Communication support of the meeting provided.	
8) Report		
Issue a report of the meeting	A report of the meeting is issued.	

Note: * The amount paid will be based on real costs incurred by the Bidder for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that the Partner has to pay in accordance with Georgian regulations.

Annex 7

Forms to report project expenditures incurred by the Partner and financial reporting guidance

This annex contains forms to report project expenditures by the Partner and guidance related to financial management and reporting of the expenditure under this agreement.

All forms shown below will be provided to the Partner in excel.

Staff name (work position)	Month	Salary	Other payments (taxes, social insurance etc.)	TOTAL
		in local currency!!!		
Name (position)				0
(National NIP expert 1)				0
1200				0
Subtotal per expert		0	0	0
Name (position)				0
(National NIP expert 2)				0
1201				0
Subtotal per expert		0	0	0
Name (position)				0
(National NIP expert 3)				0
1202				0
Subtotal per expert		0	0	0
TOTAL		0	0	0

Name of the project:	Global Development, Review and Update of National Implementation Plans (NIPs) under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs) , GEF ID 10785						Reporting period (from.. to..)		DD/MM/YYYY - DD/MM/YYYY			
Country:							Reporting period number:		XY			
Item Number Number of the budget item/ order of the expenditure	Budget Line	Internal document number	Invoice number	Invoice date	Payment date	Description	Partner Comment	Currency	Declared Amount Org Currency	Exchange Rate	Exchange Rate Date	Declared Amount USD
1200/x	Staff costs								0,00			
1201/y	Staff costs								0,00			
1202/z	Staff costs								0,00			
budget chapter in total									0,00	x	x	
1601/x	Travel on official business											
1601/x+1	Travel on official business											
SUBTOTAL 1601									0,00	x	x	
1602/x	Travel on official business											
1602/x+1	Travel on official business											
SUBTOTAL 1602									0,00	x	x	
budget chapter in total									0,00	x	x	
3202/x	Travel on official business											
3202/x+1	Travel on official business											

SUBTOTAL 1601									0,00	x	x	
3203/x	Travel on official business											
3203/x+1	Travel on official business											
SUBTOTAL 1602									0,00	x	x	
budget chapter in total									0,00	x	x	
3301/x	National inception workshop											
3301/x+1	National inception workshop											
SUBTOTAL 3301									0,00	x	x	
3302/x	National validation workshop											
3302/x+1	National validation workshop											
SUBTOTAL 3302									0,00	x	x	
3303/x	National endorsement workshop											
3303/x+1	National endorsement workshop											
SUBTOTAL 3303									0,00	x	x	
budget chapter in total									0,00	x	x	
5201/x	Knowledge Management / Communication											
5201/x+1	Knowledge Management / Communication											
budget chapter in total									0,00	x	x	
TOTAL									0,00			

Appendix 13 Expenditure Report

Project No:	10785			
Project Name:	Global Development, Review and Update of National Implementation Plans (NIPs) under the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs) , GEF ID 10785			
Executing Agency:	RECETOX, Masaryk University (SCRC Czech Republic)			
Participating Countries	Bosnia and Herzegovina, Georgia, Montenegro, North Macedonia			
Project implementation period:	From:	20 June 2022	To:	30 June 2026
Reporting period:	From:		To:	

			Per participating country	Expenditure			
			Component 3: NIP/ NIP Update and Natl Reporting	Expenditure in previous quarter/s	Expenditure in present quarter	Total Expenditure	Unspent Balance
			Countries				
UNEP BUDGET LINE/OBJECT OF EXPENDITURE			US\$	US\$	US\$	US\$	US\$
10	PROJECT PERSONNEL COMPONENT						
	1100	Project Personnel	x	x	x	x	x
	1101	Project Manager	0	0	0	0	0
	1102	Project Assistant	0	0	0	0	0
	1104	POPs regional expert (political focus)	0	0	0	0	0
	1105	POPs regional expert (technical focus)	0	0	0	0	0

	1199	Sub-Total	0	0	0	0	0
	1200	National NIP expert 1 (lead)	40 000	0		0,00	40 000
	1201	National NIP expert 2	30 000	0		0,00	30 000
	1202	National NIP expert 3	30 000	0		0,00	30 000
	1299	Sub-Total	100 000	0	0	0	100 000
16	1600	Travel on official business					
	1601	Travel for EAs to national inception workshop	0	0	0	0	0
	1602	Travel for EAs to national validation workshop	0	0	0	0	0
	1603	Travel support for countries to COP11 (2023)	0	0	0	0	0
	1604	Travel support for countries to COP 12 (2025)	0	0	0	0	0
	1605	Travel for regional experts to COP11 and COP12 (2 experts to 2 meetings)	0	0	0	0	0
	1699	Sub-Total	0	0	0	0	0
	1999	Component Total	100 000	0	0	0	100 000
30	TRAINING COMPONENT						
	3200	Group training (field trips, WS, etc.)					0
	3202	National inventory workshop/training 1	45 000	0		0,00	45 000
	3203	National inventory workshop/training 2	45 000	0		0,00	45 000
	3299	Sub-Total	90 000	0	0	0	90 000
	3300	Meetings/conferences	x	x	x	x	x
	3301	National inception workshop	25 000	0		0,00	25 000
	3302	National validation workshop	25 000	0		0,00	25 000
	3303	National endorsement workshop	25 000	0		0,00	25 000
	3399	Sub-Total	75 000	0	0	0	75 000

	3999	Component Total	165 000	0	0	0	165 000	
50	MISCELLANEOUS COMPONENT							
	5200	Reporting costs (publications, maps)	x	x	x	x	x	
	5201	Knowledge Management/ Communication Pieces (including design, web work, translations)	13 000	0		0,00	13 000	
	5299	Sub-Total	13 000	0	0	0	13 000	
	5300	Sundry (communications, postage, etc)	x	x	x	x	x	
	5301	Phone, postage, freight, international bank transfers, etc.	0	0	0	0	0	
	5399	Sub-Total	0	0	0	0	0	
	5500	Evaluation	x	x	x	x	x	
	5501	Mid-term evaluation	0	0	0	0	0	
	5502	Final Evaluation	0	0	0	0	0	
	5503	Audit	0	0	0	0	0	
	5599	Sub-Total	0	0	0	0	0	
	5999	Component Total	13 000	0	0	0	13 000	
	TOTAL		US\$ 278 000	US\$ 0	US\$ 0	US\$ 0	US\$ 278 000	

Guidance for financial reporting under this Agreement

General Eligibility Principles - financial rules and reporting

An expenditure is eligible for reimbursement when fulfilling all general eligibility requirements listed below.

1. Expenditure is incurred and paid between the project start and end date.
2. All project expenditures must be supported by invoices and adequately documented;
3. Expenditure is essential for achieving the project objectives/outputs, and it would only be incurred if the project is carried out (additionality principle).
4. Expenditure must relate to activities that have not been financed from other Funds or other contributions from third parties;
5. Expenditure complies with the principle of sound financial management. Ensure that, in its procedures for procurement of goods, services or other requirements with funds made available by GEF as provided for in the project document, it shall safeguard the principles of the highest quality, economy and efficiency and that the placing of such orders is based on an assessment of competitive quotations, bids, or proposals unless otherwise agreed to with UNEP
6. Any expenditure exceeding 1 000 USD, excluding value-added tax (VAT), must be accompanied by a market/price research. When searching for a supplier for this expenditure of over 1000 USD there is a need to provide a price research to RECETOX = a minimum of three bids/proposals/cost estimates on the paper. (Internet research of prices available for a given service in the relevant place and time with date of the research and source of information properly indicated is sufficient);
7. Every expenditure must be recorded in the Partner's accounts through a separate accounting system or an adequate accounting code specifically for this agreement.
8. Expenditures reported in the final reporting period and incurred before the project's end date shall be paid within 15 days from the project's end date; The payment deadline is explicitly given in the Agreement.
9. Please ensure that the date of taxable supply stated on the document falls within the project's duration!
10. Every expenditure document (invoice, bill, receipt etc..) must be marked by the name of the UN project code – GEF ID 10785/10924.

Periodic quarterly expenditure reports

The partner will fill the three tables in Annex 6 of the agreement (Forms to report project expenditures incurred by the Partner) every three months (January, April, July and October) for the previous quarter and provide them to RECETOX by 15th day of the reporting month.

11. Every claimed/incurred expense must be shown in the table.
12. All required columns, including invoice dates and payment days, must be filled in.
13. English language must be used for descriptions.
14. Only expenses incurred in the particular period and paid within that specific period can be claimed.
15. Not-yet-paid (but committed) expenses must be reported once paid, in the following reporting period (next quarter).
16. The Partner cannot modify the table headings and cell references. Any modification requests must be discussed with the relevant RECETOX contact person.
17. USD exchange rate – use one rate for the whole quarterly report. It must be the rate of the latest (most recent) payment received from RECETOX (a copy of the bank statement with this information must be provided)
18. If the payment is to be transferred to your USD bank account (so you don't have the exchange rate because there is no transfer from USD to your currency), use the exchange rate provided by the Central Bank of your country, valid on the date of receipt of the last Recetox payment on your USD account.
19. Filled forms are to be provided to RECETOX financial officer and copied to Katerina Sebkova and Nina Pavliuk.

The following documents (in addition to the filled forms) must be provided when reporting expenditures the RECETOX:

- Copy of the invoice or request for reimbursement
- Procurement documents (for delivery of goods or services in value above 1000 USD);
- Proof of delivery of goods/service.
- Proof of payment (e.g. extract from a reliable accounting system of the beneficiary, a bank statement).
- Records from the accounting system: A separate accounting system or adequate accounting code is maintained for all project-related transactions. Each document/expense will have its specific evidence number. Please fill this number into the table - List of expenditures to the column entitled "Internal document number" (column C in excel).

Rules for communication

In the email communication, please include the project abbreviation (GEF10785 or GEF10924) into the subject and a short description of the issue. Communicate in English with us, please.

For general/technical issues/ reporting activities/timetables etc., please get in touch with the following:

[REDACTED]

For financial agenda/reporting of expenses/budget, please get in touch with:

[REDACTED]