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**Global Project on the Implementation of Pollutant Release and Transfer Registers (PRTR) as a tool for Persistent Organic Pollutants (POP) reporting, dissemination and awareness raising for Belarus, Cambodia, Ecuador, Kazakhstan, Moldova and Peru**

**First Steering Committee Meeting and Inception Workshop**

**Madrid, 26-28 November 2015**

**Project Monitoring Plan and reporting requirements**

1. Day-to-day management and monitoring of project activities will be the responsibility of the Executing Agency (UNITAR).
2. During the course of the project, the Executing Agency will be responsible for the preparation of biennial progress reports (financial and technical) and for the preparation of forward plans and budgetary estimation. The timely preparation and submission of mandatory report forms are integral part of the monitoring process. Reporting requirements are summarized in Table 1.
3. Country teams will report to UNITAR on a biennial basis. UNITAR will compile all national reports and will prepare a consolidated version to be submitted to UNEP.
4. UNITAR will request each country team to timely submit their progress reports (financial and technical) within 5 days of each reporting period. For example, countries will submit progress reports on the 5th July for the reporting period Jan-June; and on the 5th of January for the period July-December. UNITAR will submit consolidated progress reports within 30 days of each reporting period.
5. Similarly, co-finance reports will be submitted annually by national teams on the 5th January of each calendar year. UNITAR will further submit the consolidated co-finance report within 30 days of each reporting period (yearly).
6. Table 2 includes the indicators for evaluation of effective implementation of the project.

**Resource Based Management (RBM) and Project Results Framework**

1. The project will be evaluated against the Project Results Framework presented as Annex A to the project document, Table 3 of this document. A simplified version is presented in Table 4.

**Table 1: Summary of Reporting Requirements (Executing Agency) and project monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **Report and Content** | **Format** | **Timing** | **Responsibility** |
| **Inception meeting report** | | | |
| Detailed implementation plan for progress monitoring | Agreed format allowing progress tracking | Following inception workshops | UNITAR |
| **Technical Progress reports** | | | |
| Documents progress & completion of activities;  Describes progress against annual work plan;  Reviews implementation plans, summarizes problems and adaptive management;  Provides activity plans for following period;  Provides project outputs for review | UNEP Progress Reporting Formats; | Biennial, within 30 days of each reporting period | UNITAR |
| **Financial Progress Reports** | | | |
| Documents project expenditure according to established project budget and allocations;  Provides budgetary plans for following reporting period;  Requests further cash transfers;  Requests budget revision as necessary;  Provides inventory of non-expendable equipment procured for project | UNEP Financial reporting formats;  Inventory of non-expendable equipment | Biennial, within 30 days of each reporting period | UNITAR |
| **Co-financing report** | | | |
| Reports co-financing provided to the project;  Reviews co-financing inputs against GEF approved financing plan | UNEP reporting format | Annual | UNITAR |
| **Project Implementation Review (PIR) reports** | | | |
| Summary implementation review | GEF format | Annual | UNITAR |
| **Terminal report** | | | |
| Review of effectiveness of the project, its technical outputs, lessons learned and progress towards outcomes | UNEP reporting format | At project completion | UNITAR |
| **Mid-Term Evaluation** | | | |
| Provides an independent assessment of project performance at mid-term, to analyse whether the project is on track and corrective actions to be taken | UNEP format | At mid-point | UNITAR Evaluation Office |
| **Terminal Evaluation** | | | |
| Provides detailed independent assessment of project performance and determine the likelihood of impact and sustainability | UNEP format | At project completion | UNITAR and UNEP TM |

**Table 2: Indicators for evaluation of effective operation of the project**

|  |  |
| --- | --- |
| **Indicator** | **Means of verification** |
| Biennial progress and financial reports and annual PIR prepared in a timely and satisfactory manner | Arrival of reports at UNEP DTIE |
| Performance targets, outputs, and outcomes are achieved as specified in the implementation plan and any agreed revisions to it | Progress reports |
| Deviations from the implementation plans are corrected promptly and appropriately. | Work plans, minutes of UNITAR meetings |
| Biennial financial reports are timely and accurate | Arrival of reports at UNEP |
| Disbursements are made on a timely basis | Financial system of UNEP and Bank statements of national executing agency |
| Procurement is achieved according to procurement plan and reflected in non-expendable equipment inventory | Progress reports |
| Requests for deviations from approved budgets are submitted in timely manner | Timely submission of revised budget to UNEP for approval |

**Table 3: Full Project Results Framework**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Objective** | **Objective level Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **UNEP MTS reference\*** |
| To improve access and accuracy of environmental data on POPs and other priority chemicals in 6 countries, and to enhance awareness and public participation on environmental matters, through implementation of fully operational national PRTRs. | Number of PRTRs operational and serving POPs reporting and access to information purposes | Participating countries (6) have designed PRTR systems | 6 operational PRTRs  6 PRTR national pilot reports | Annual National PRTR reports available on national websites from year 3  National websites can be accessed by anyone | National governments endorse and adopt PRTRs as part of the National Regulatory Framework  Misunderstandings of PRTR data lead to conflicts among PRTR stakeholders | Page 10 of the UNEP MTS Performance Highlights 4: “A number of UNEP-developed tools have become standard approaches for preparing quantitative assessments of the scale and distribution of chemicals releases – in particular for persistent organic pollutants and mercury” |
| **Project Outcome** | **Outcome Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **MTS Expected Accomplishment** |
| 1. National PRTR proposal guides implementation of PRTRs and guides the development of country-specific PRTR legal instruments | Technical proposals and legal draft facilitates implementation of PRTRs | Draft technical proposals available but out of date | National Executive Proposal (Technical proposal) and draft PRTR legislation developed | National Executive Proposal and Draft legislation available in national PRTR websites | Stakeholders commitment and country ownership assist to endorse technical and legal documents in support of the PRTR implementation | Chemicals and Waste: Accomplishment 3: Countries, including major groups and stakeholders, make increasing use of the scientific and technical knowledge and tools needed to implement sound waste management and the related multilateral environmental agreements. |
| **Project Outputs** | **Output Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **PoW Output Reference Number** |
| 1.1 Basic existing materials on PRTRs revised and made available for national consideration | Existing materials identified | Reports from previous national PRTR projects and initiatives and from international organizations | Initial guidance materials available and used by participating countries | PRTR materials collected by national consultants and made available to the National teams | Materials collected are relevant to the project  Materials no suitable to be applied under current national circumstances | UNEP PoW 5B4: Support to implementation of the chemicals and waste MEAs |
| 1.2 National PRTR executive proposals updated guides PRTR implementation | Number of PRTR national executive proposals updated | Preliminary PRTR proposals developed in Phase I in all countries. | 6 national proposals updated | National Executive proposals from participating countries available through internet | National Proposals endorsed by all stakeholders |
| 1.3 Draft PRTR regulation developed and considered for national adoption | Number of draft legal instrument for PRTRs developed in support of the establishment of PRTRs | Preliminary draft legal frameworks prepared in Ecuador and Peru and other countries started internal discussions | 6 Draft legal instruments developed (one for each country) | Draft legal instrument available in the national websites | National legal documents agreed and adopted in participating countries  Legal document is not adopted and PRTR functions on a voluntary basis |
| **Project Outcome** | **Outcome Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **MTS Expected Accomplishment** |
| 2. Capacity for collecting and using PRTR data increased significantly in each country, resulting in increased public knowledge of environmental issues and in using PRTRs as a basis for the development of SC national reports. | First official national PRTR report and first POPs report submitted using PRTR as the main source of information | No official PRTR reports available in participating countries | At least 6 official PRTR reports and 6 POPs reports submitted to the SC Secretariat | Reports available on the national PRTR website for each participating country | PRTR reports provides information on sources and quantities of chemicals needed to prepare the POPs national reports.  First PRTR report on a voluntary basis does not include information from major sources of releases and cannot be used for POPs reporting purposes | Chemicals and Waste: Accomplishment 3: Countries, including major groups and stakeholders,  make increasing use of the scientific and technical knowledge and tools needed to implement sound  waste management and the related multilateral environmental agreements. |
| **Project Outputs** | **Output Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **PoW Output Reference Number** |
| 2.1 Standard training modules and materials developed to be used by any interested country on key topics | Number of training modules to address key issues on PRTR developed | PRTR online training platform from UNITAR (PRTR:Learn). | At least 6 global training modules developed | Online training records  Project progress reports CD-roms developed for countries with low internet capacity | Training modules adopted and used by participating countries and facilitates PRTR implementation  Countries with low bandwith may not fully participate in the training sessions | UNEP PoW 5B4: Support to implementation of the chemicals and waste MEAs |
| 2.2 Sector specific training programme developed and properly documented | Number of national training programmes and sessions developed | PRTR awareness-raising and basic training programmes were initiated in the previous UNEP-GEF project | At least 6 training sessions per country  At least 5 industry sectors trained per country | Training reports  Participant feedback forms  PRTR reports  Documented public awareness campaigns | Industry sectors willing to train and able to fully participate in PRTRs  Training sessions might not be enough to fully understand and participate in PRTRs |
| 2.3National estimation techniques developed and available | Number of national specific guides on estimation techniques for key or priority sectors | Cambodia has developed preliminary guides on emission factors for: thermal power stations, plants for the pretreatment; incineration, open burning of waste; medical waste. Peru has developed them for  a) Production of fish flour; b) Smelting of iron and steel; and c) Smelting of non-ferrous metals | At least four guidelines developed | Guidelines developed in each country available in national PRTR websites | Guidelines developed with assistance from key experts specialised on development of estimation techniques and emission factors  Available guidelines developed without proper technical knowledge and might not be applicable if not well designed |
| 2.4 POPs reporting documents developed by using PRTRs through pilots | Number of National Pilot PRTR reporting exercise carried out | Pilot in Phase one served to test the system in either one sector or province. | Six national pilots | Pilot PRTR reports available at project website | Key stakeholders and industries agree to conduct pilot on PRTR  Data generated from pilots might cause strong reaction from public if not presented in the right context |
| **Project Outcome** | **Outcome Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **MTS Expected Accomplishment** |
| 3. Revised guidance on PRTRs and POPs reporting in use by each participating country ensures comparable PRTR systems | Guidance on PRTR and POPs developed and used by participating countries | Initial guidance material presented major gaps and was not used by countries | Final guidance material for POPs reporting available before the first year of project implementation | Guidance material and description of the development of the national POPs reporting highlights PRTR use in the generation of the national POPs report | POPs reporting integrates PRTR data and POPs report generated automatically  Guidance too prescriptive and not applicable in countries | Chemicals and Waste: Accomplishment 3: Countries, including major groups and stakeholders,  make increasing use of the scientific and technical knowledge and tools needed to implement sound  waste management and the related multilateral environmental agreements. |
| **Project Outputs** | **Output Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **PoW Output Reference Number** |
| 3.1 Reports and studies on standardization of PRTRs available for countries’ use | Number of documents related to PRTR standardization reviewed | OECD publications on PRTRs on PRTR data, list of poilutants and sectors harmonization  CEC reports on standarisation and comparability from 2002 to 2012 | Final report on standardization available  At least 20 international and national documents and studies reviewed | Recommendations for PRTR data standardization available at project’s website | Standardization of PRTRs facilitated by the use of agreed guidance  Each participating country uses a different PRTR approach and comparison among countries is not viable | UNEP PoW 5B4: Support to implementation of the chemicals and waste MEAs |
| 3.2 Developed PRTR implementation guidance facilitates inclusion of POPs into the PRTR system | Revised concise guidelines on PRTR and POPs reporting | Guidance developed for Phase I | Guidance developed and endorsed by country projects | Guidance available in the UNITAR website | Guidance assist countries to implement PRTRs  Agreed guidance delayed and not used because of lack of country ownership |
| 3.3 Comparison of PRTR data facilitates quality data and improve PRTR reporting | Pilot testing results from countries analysed and includes recommendations to improve PRTR systems and to improve the quality of data | No pilot testing on implementation has been conducted in the past | Report on analysis of pilot PRTR | Pilot data analysis report and national pilot reports available at national and UNITAR’s project website | Data from pilots demonstrates usefulness of PRTRs  Pilot results cannot be compared if each country used a different approach for PRTR imeplementation |
| **Project Outcome** | **Outcome Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **MTS Expected Accomplishment** |
| 4. Improved public access to PRTR data and dissemination of information allows full participation of key stakeholders | Number of NGOs and NGO networks that are part of the National Coordinating Committee | Some NGOs have participated in PRTR design | At least 5 national NGOs to actively participate throughout the project  At least 2 NGOs are part of the National Coordinating Committee | List of national consultation meetings  Guidance and training materials developed for NGOs | NGOs participation is welcome and NGOs provide a meaningful input into the project  Misunderstanding of the PRTR data or limited access to data might generate some undesirable reactions from civil society and other sectors. | Chemicals and Waste: Accomplishment 3: Countries, including major groups and stakeholders, make increasing use of the scientific and technical knowledge and tools needed to implement sound waste management and the related multilateral environmental agreements. |
| **Project Outputs** | **Output Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **PoW Output Reference Number** |
| 4.1National strategies developed enable public access to PRTR data and a more active participation in PRTR implementation | Number of PRTR national consultation strategies developed | NGO awareness raising activities from project 2009-2012 | At least 6 national PRTR consultation strategies developed | National consultation strategies available in the national PRTR websites | Not all vulnerable communities not included in the development of the strategy | UNEP PoW 5B4: Support to implementation of the chemicals and waste MEAs |
| 4.2PRTR information accessed by civil society and other sectors | Number of PRTR consultation strategies implemented | PRTR Consultation strategies from Canada, USA, UK, Spain and Australia available | At least 6 national PRTR consultation strategies implemented | Consultation strategy adopted and included in national regulations available in national PRTR websites | Consultation strategy considered as the backbone for the PRTR consultation process as part of the PRTR system |
| **Project Outcome** | **Outcome Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **MTS Expected Accomplishment** |
| 5. Key lessons learned on PRTR development, improving access to information, and using PRTRs as POPs reporting tools disseminated among national stakeholders, and widely among SC Parties | Lessons learned developed and widely disseminated to other Parties to the POPs Convention | Lessons learned available on the design of PRTRs  Lessons learned on PRTR implementation not available. However country experiences shared through the OECD PRTR Coordinating Group | Lessons learned document available and consulted at least by 10 additional Parties to the SC | Lessons learned document available in UNEP website | Lessons learned assist countries to develop PRTRs and reflect the experiences of all sectors in participating countries | Chemicals and Waste: Accomplishment 3: Countries, including major groups and stakeholders, make increasing use of the scientific and technical knowledge and tools needed to implement sound waste management and the related multilateral environmental agreements. |
| **Project Outputs** | **Output Indicators** | **Baseline** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** | **PoW Output Reference Number** |
| 5.1 Final lessons learned report including regional recommendations enable sound replication of PRTRs in countries | Report on lessons learned and main outputs | No lessons learned document developed for PRTR implementation | Final lessons learned report endorsed by stakeholders  Draft lessons learned report | Lessons learned report available in UNEP website | Lessons learned to facilitate the development and Implementation of PRTR to other countries  Lessons learned not easily identified | UNEP PoW 5B4: Support to implementation of the chemicals and waste MEAs |
| 5.2 Monitoring and evaluation plan fully implemented | Number of Steering Committee Meetings reports available | **-** | 4 Steering Committee Meeting reports | Steering Committee Meeting reports available on the UNEP website  Progress reports available | Project follows agreed plan and reaches objectives  No all countries participate at the same pace and project suffers big delays and related problems |

**Table 4: Simplified Project Results Framework**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Objective** | **Objective level Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| To improve access and accuracy of environmental data on POPs and other priority chemicals in 6 countries, and to enhance awareness and public participation on environmental matters, through implementation of fully operational national PRTRs. | Number of PRTRs operational and serving POPs reporting and access to information purposes | **6 operational PRTRs**  **6 PRTR national pilot reports** | Annual National PRTR reports available on national websites from year 3  National websites can be accessed by anyone | National governments endorse and adopt PRTRs as part of the National Regulatory Framework  Misunderstandings of PRTR data lead to conflicts among PRTR stakeholders |
| **Project Outcome** | **Outcome Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 1. National PRTR proposal guides implementation of PRTRs and guides the development of country-specific PRTR legal instruments | Technical proposals and legal draft facilitates implementation of PRTRs | **National Executive Proposal (Technical proposal) and draft PRTR legislation developed** | National Executive Proposal and Draft legislation available in national PRTR websites | Stakeholders commitment and country ownership assist to endorse technical and legal documents in support of the PRTR implementation |
| **Project Outputs** | **Output Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 1.1 Basic existing materials on PRTRs revised and made available for national consideration | Existing materials identified | **Initial guidance materials available and used by participating countries** | PRTR materials collected by national consultants and made available to the National teams | Materials collected are relevant to the project  Materials no suitable to be applied under current national circumstances |
| 1.2 National PRTR executive proposals updated guides PRTR implementation | Number of PRTR national executive proposals updated | **6 national proposals updated** | National Executive proposals from participating countries available through internet | National Proposals endorsed by all stakeholders |
| 1.3 Draft PRTR regulation developed and considered for national adoption | Number of draft legal instrument for PRTRs developed in support of the establishment of PRTRs | **6 Draft legal instruments developed (one for each country)** | Draft legal instrument available in the national websites | National legal documents agreed and adopted in participating countries  Legal document is not adopted and PRTR functions on a voluntary basis |
| **Project Outcome** | **Outcome Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 2. Capacity for collecting and using PRTR data increased significantly in each country, resulting in increased public knowledge of environmental issues and in using PRTRs as a basis for the development of SC national reports. | First official national PRTR report and first POPs report submitted using PRTR as the main source of information | **At least 6 official PRTR reports and 6 POPs reports submitted to the SC Secretariat** | Reports available on the national PRTR website for each participating country | PRTR reports provides information on sources and quantities of chemicals needed to prepare the POPs national reports.  First PRTR report on a voluntary basis does not include information from major sources of releases and cannot be used for POPs reporting purposes |
| **Project Outputs** | **Output Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 2.1 Standard training modules and materials developed to be used by any interested country on key topics | Number of training modules to address key issues on PRTR developed | **At least 6 global training modules developed** | Online training records  Project progress reports CD-roms developed for countries with low internet capacity | Training modules adopted and used by participating countries and facilitates PRTR implementation  Countries with low bandwith may not fully participate in the training sessions |
| 2.2 Sector specific training programme developed and properly documented | Number of national training programmes and sessions developed | **At least 6 training sessions per country**  **At least 5 industry sectors trained per country** | Training reports  Participant feedback forms  PRTR reports  Documented public awareness campaigns | Industry sectors willing to train and able to fully participate in PRTRs  Training sessions might not be enough to fully understand and participate in PRTRs |
| 2.3National estimation techniques developed and available | Number of national specific guides on estimation techniques for key or priority sectors | **At least four guidelines developed** | Guidelines developed in each country available in national PRTR websites | Guidelines developed with assistance from key experts specialised on development of estimation techniques and emission factors  Available guidelines developed without proper technical knowledge and might not be applicable if not well designed |
| 2.4 POPs reporting documents developed by using PRTRs through pilots | Number of National Pilot PRTR reporting exercise carried out | **Six national pilots** | Pilot PRTR reports available at project website | Key stakeholders and industries agree to conduct pilot on PRTR  Data generated from pilots might cause strong reaction from public if not presented in the right context |
| **Project Outcome** | **Outcome Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 3. Revised guidance on PRTRs and POPs reporting in use by each participating country ensures comparable PRTR systems | Guidance on PRTR and POPs developed and used by participating countries | **Final guidance material for POPs reporting available before the first year of project implementation** | Guidance material and description of the development of the national POPs reporting highlights PRTR use in the generation of the national POPs report | POPs reporting integrates PRTR data and POPs report generated automatically  Guidance too prescriptive and not applicable in countries |
| **Project Outputs** | **Output Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 3.1 Reports and studies on standardization of PRTRs available for countries’ use | Number of documents related to PRTR standardization reviewed | **Final report on standardization available**  **At least 20 international and national documents and studies reviewed** | Recommendations for PRTR data standardization available at project’s website | Standardization of PRTRs facilitated by the use of agreed guidance  Each participating country uses a different PRTR approach and comparison among countries is not viable |
| 3.2 Developed PRTR implementation guidance facilitates inclusion of POPs into the PRTR system | Revised concise guidelines on PRTR and POPs reporting | **Guidance developed and endorsed by country projects** | Guidance available in the UNITAR website | Guidance assist countries to implement PRTRs  Agreed guidance delayed and not used because of lack of country ownership |
| 3.3 Comparison of PRTR data facilitates quality data and improve PRTR reporting | Pilot testing results from countries analysed and includes recommendations to improve PRTR systems and to improve the quality of data | **Report on analysis of pilot PRTR** | Pilot data analysis report and national pilot reports available at national and UNITAR’s project website | Data from pilots demonstrates usefulness of PRTRs  Pilot results cannot be compared if each country used a different approach for PRTR imeplementation |
| **Project Outcome** | **Outcome Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 4. Improved public access to PRTR data and dissemination of information allows full participation of key stakeholders | Number of NGOs and NGO networks that are part of the National Coordinating Committee | **At least 5 national NGOs to actively participate throughout the project**  **At least 2 NGOs are part of the National Coordinating Committee** | List of national consultation meetings  Guidance and training materials developed for NGOs | NGOs participation is welcome and NGOs provide a meaningful input into the project  Misunderstanding of the PRTR data or limited access to data might generate some undesirable reactions from civil society and other sectors. |
| **Project Outputs** | **Output Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 4.1National strategies developed enable public access to PRTR data and a more active participation in PRTR implementation | Number of PRTR national consultation strategies developed | **At least 6 national PRTR consultation strategies developed** | National consultation strategies available in the national PRTR websites | Not all vulnerable communities not included in the development of the strategy |
| 4.2PRTR information accessed by civil society and other sectors | Number of PRTR consultation strategies implemented | **At least 6 national PRTR consultation strategies implemented** | Consultation strategy adopted and included in national regulations available in national PRTR websites | Consultation strategy considered as the backbone for the PRTR consultation process as part of the PRTR system |
| **Project Outcome** | **Outcome Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 5. Key lessons learned on PRTR development, improving access to information, and using PRTRs as POPs reporting tools disseminated among national stakeholders, and widely among SC Parties | Lessons learned developed and widely disseminated to other Parties to the POPs Convention | **Lessons learned document available and consulted at least by 10 additional Parties to the SC** | Lessons learned document available in UNEP website | Lessons learned assist countries to develop PRTRs and reflect the experiences of all sectors in participating countries. |
| **Project Outputs** | **Output Indicators** | **Targets and Monitoring Milestones** | **Means of Verification** | **Assumptions & Risks** |
| 5.1 Final lessons learned report including regional recommendations enable sound replication of PRTRs in countries | Report on lessons learned and main outputs | **Final lessons learned report endorsed by stakeholders**  **Draft lessons learned report** | Lessons learned report available in UNEP website | Lessons learned to facilitate the development and Implementation of PRTR to other countries  Lessons learned not easily identified |
| 5.2 Monitoring and evaluation plan fully implemented | Number of Steering Committee Meetings reports available | **4 Steering Committee Meeting reports** | Steering Committee Meeting reports available on the UNEP website  Progress reports available | Project follows agreed plan and reaches objectives  No all countries participate at the same pace and project suffers big delays and related problems |