



**Ministry of Regional Development and Public Works
United Nations Development Programme
Global Environment Facility**

Medium Size Project Document

***Integrating Global Environmental Issues into Bulgaria's
Regional Development Process Project
(Working Title: Rio Conventions Project)***

INCEPTION REPORT

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LIST OF ABBREVIATIONS

APR / PIR	Annual Project Review / Project Implementation Review
AWP	Annual Work Plan
BPI	Bulgarian Partner Institution
CO	Country Office
CPD	Country Programme Document
DDS	District Development Strategies
EU	European Union
ExEA	Executive Environmental Agency
GE	Global Environment
GRDP	Greening Regional Development Programmes
IAs	Implementing Agencies
ISPA	Instrument for Structural Policies for Pre-Accession
ITI	International Training Institution
M&E	Monitoring and Evaluation
MDPs	Municipal Development Plans
MEER	Ministry of Energy and Energy Resources
MOEW	Ministry of Environment and Water
MOF	Ministry of Forestry
MRDPW	Ministry for Regional Development and Public Works
NGO	Non-Government Organization
NPD	National Project Director
NOPRD	National Operational Program for Regional Development
NSFRD	National Strategy for Regional Development
OPs	Operational Programs
PA	Project Administrative Assistant
PAB	Project Advisory Board
PDF-B	Project Development Facility Block B
PM	Project Manager
PMU	Project Management Unit
PSC	Project Steering Committee
PTA	Principal Technical Advisor of UNDP/GEF
RCU	Regional Coordination Unit
RDA	Regional Development Act
RDPs	Regional Development Plans
RIEW	Regional Inspectorates of Environment and Water
SBAA	Standard Basic Assistance Agreement
SCM	Steering Committee Meeting
SEAs	Strategic Environmental Assessments
SLM	Sustainable Land Management
SMEs	Small and Medium Enterprises
TDA	Territorial Development Act
ToR	Terms of Reference
ToT	Training of Trainers
UNCBD	United Nations Convention on Biological Diversity
UNCCD	United Nations Convention to Combat Desertification

UNDP United Nations Development Programme
UNEP United Nations Environment Programme
UNFCCC United Nations Framework Convention on Climate Change

A. PROJECT INCEPTION UPDATE

Overview:

The inception phase of the UNDP/GEF project - “Integrating Global Environmental Issues into Bulgaria’s Regional Development Process” lasted from June 2006, when the project document was signed, to February 21 2007, when the Project Inception Workshop took place. During this period the following key tasks were and accomplished:

- Hiring of project manager in November 2006
- Establishing a fully functioning project management unit in December 2006
- Holding the first steering committee meeting on February 19 2007
- Holding the project inception workshop on February 21 2007
- Initiating preparatory work in support of the project’s training programme development
- Re-establishing the partnership with the inter-regional (EU-funded) Greening Regional Development Programme Project
- Initiating the project’s website development

Account of accomplishments during the project’s Inception Phase

Local Project Appraisal Committee (LPAC) held:

After approval by the GEF council, the project LPAC met on May 19 2006. Participants in the meeting included representatives of the UNDP, Ministry of Environment and Water (Ms. Dimitrinka Marinova), Ministry of Regional Development and Public Works (Mr. Valery Naidenov) and Ministry of Foreign Affairs (Mr. Branomir Zaimov). LPAC members reviewed and accepted final adaptations to the project. The Project Document was officially endorsed by all parties, including the Ministry of Foreign Affairs, on 28 June 2007.

Project manager has been hired and a fully functioning PMU established:

Because the position of project manager was declined by the top candidate the first time the post was offered, the UNDP had to hold a second selection round (September – October, 2006). This resulted in a project manager being hired, and implementation of the project started on November 13 2006. Straight after implementation of the project started, all office equipment was purchased and a project administrator was hired (December 14 2006). The PMU, which is fully functioning, started by working out of temporary premises at UNDP Bulgaria, but it was expected that by mid-April 2007 a permanent office and meeting room at the Ministry of Regional Development and Public Works would become available. The project document was reviewed, and the overall work-plan and budget, along with the 2007 work-plan and budget were revised (meaning a shift in timing) to reflect the stage that implementation of the project had reached (please see Annex 4, 6 and 7).

Steering Committee meeting held:

In early February, the MRDPW and MoEW nominated the Steering Committee members. The first Steering Committee meeting was held on February 19, 2007 at MRDPW. PSC

members approved the proposed changes (shift in timing) to the budget and the overall work-plan, as well as the proposed Work Plan for 2007 developed by the PMU. A tentative date for a second meeting of the steering committee was set for September-October 2007 (Please see Annex 1 for detailed minutes of the first PSC meeting).

Project Inception Workshop held:

On February 21 2007, the project's Inception Workshop was held in Sofia, bringing together more than 80 stakeholders, including representatives of ministries, municipal associations, NGOs, academic institutions, parliamentary committees and media. Those who took part in this workshop will form the project's Advisory Board, which will meet once a year.

The Inception Workshop's main aim was to brief those who attended about:

- i) GEF and GEF issues;
- ii) The project management structure, the overall time frame and budget;
- iii) Project objectives and outcomes; and
- iv) Planned activities for 2007.

A secondary objective was to create a platform for participatory discussion of the project's strategy and planned activities. (Please see Annex 2 for detailed minutes of the first Inception Workshop).

The Inception Workshop gave an opportunity to understand the roles of various parties, as well as their functions and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms.

Preparatory work supporting the Project Output "Training Programme Development" initiated:

A series of reviews were initiated to collect background information needed to help the Project to develop its Training Programme. The reviews focused on existing training programmes and Bulgarian training institutions (BTI); existing online and free-access training materials related to different impact assessments (EIA, SEA, Natura 2000, etc.) and the possible formats for training programmes for public officials, given that all of the assignments were focused on the cross-cutting area of environment and regional development. To ensure that there were enough qualified submissions for the development of the training programme, a list of international training institutions (ITI) was compiled. After the open tender for the assignment is launched, the Rio Conventions Project will use this list to submit invitations to bid.

Partnership with Greening Regional Development Programme Project re-established:

The Rio Conventions Project also followed up on the MOU that it had signed with the Greening Regional Development Programme (GRDP)¹ on September 13 2005. The GRDP helped the Rio Conventions Project to identify appropriate international training institutions (ITI) and to identify appropriate EU organisations/institutions that have been the most successful in integrating environmental issues into regional development and spatial planning. Although the GRDP comes to an end in May 2007, the Rio Conventions Project will be participating in the GRDP's final workshop, to be held on May 17 2007 in

¹ The GRDP is an EU project involving 9 different countries and over 30 different institutions.

Budapest, Hungary. The Project is taking part in this meeting to build networks at international level and to participate in preparing a follow-up to the GRDP Project, which is to be achieved through a series of partner meetings in 2007.

Project website development initiated:

Development of the project's website started with the selection of a local web development company to help the PMU to structure and launch the site. The site is to start working by the end of April 2007.

B. STRATEGIC APPROACH ADOPTED BY THE PROJECT TEAM

Calibration of project work-plan and budget:

After carefully reviewing all project documentation prepared during the project's Inception Phase, the PMU decided that, mainly because of the belated start of the project, there was a need to change the overall Project Time Frame and execution of activities.

Because of this, some revisions were made to the original project budget, re-distributing resources originally planned for Year 1 (2006) to subsequent years. This was because by the time that implementation of the project started, there were only two months left to Year 1. A significant change to the budget involved shifting resources (within outcomes) originally assigned to budget line 71200 (International Consultants) to budget line 72100 (contractual services – companies) (see Annex 7 for the Revised Budget). These changes were made in consultation with the UNDP and the MRDPW on the basis that it would be strategically wiser to work with international institutions rather than with individual consultants.

Streamlining of Training Programme development process:

As mentioned above, the Project Team decided that it would be better to seek an international institution rather than international consultants to develop the Training Programme (TP). Building lasting co-operation involving an international and domestic training institution would assure longer term commitment and delivery of the programme. Delivery of the training programme is to be secured by signing a MoU during the course of development of the TP. It was also decided that all training of trainers should occur locally, instead of sending trainers abroad.

To be better prepared to launch an international and local tender for the TP design, the PMU commissioned three pre-studies to collect the necessary background information. These assignments involved: a review of existing training programmes in Bulgaria; review of existing online and free-access training materials related to different impact assessments (EIA, SEA, Natura 2000, etc.); and a review of possible formats for training programme delivery to public officials, given that all assignments focus on the cross-cutting area of environment and regional development.

Streamlining of Training Programme content:

The structure of the training programme was discussed and agreed to by the Project Team, MoEW and MRDPW. In accordance, a International Training Institution (ITI) together with a Bulgarian Partner Institution (BPI) will produce syllabuses and training materials for (i) a short training course (1-2 days), (ii) a medium-term training course (10-

15 days to be done over 3-4 months) and (iii) a semester-long academic course at Bachelor or Masters' level. All three training courses will be in the cross-cutting area of regional development and environmental protection and will cover three key areas:

- *General background section*, which would give general (introductory-level) knowledge about the Rio Conventions, relevant EU and national legislation in the cross-cutting area of environmental protection and regional development and spatial planning;
- *Introduction to impact assessments section*, such as strategic EO, EIA, N2000, etc. which are relevant to the work of Government employees at national and regional levels who are to prepare assignments for such assessments and afterwards evaluate their quality. In addition, Government employees would need to develop, implement, monitor and report on national, regional and local plans and regional development and spatial planning programmes;
- *Practical skills section*, to focus on developing skills to apply, monitor and evaluate a set of indicators to measure the success of integration of Global Environment (GE) into regional development and spatial planning. This part of the training might also include skills in accessing, using and managing data, including through the use of new technology (e.g. GIS).

Circumstances affecting project implementation:

So far, apart from the start of the implementation of the project having been delayed, no other circumstances have affected implementation. The slight modifications to the work plan, budget and strategic approach to developing the training programme have been the only changes. This means that the project will keep to the commitments, assumptions and agreements laid down in the Main Project Document and Logical Framework Matrix (please see below)

C. SCHEDULE FOR PROJECT REVIEWS, REPORTING AND EVALUATION

Project monitoring and evaluation will be done in accordance with established UNDP and GEF procedures. It will be done by the project team and the UNDP Country Office (UNDP-CO) with support from UNDP/GEF. All lessons learnt from the project will be disseminated both at national and local level through *best practice* publications, electronic data sharing and the project's website.

The Logical Framework Matrix (Annex 3) provides performance and impact indicators for project implementation along with corresponding means of verifying these indicators. These will be the basis for the project's Monitoring and Evaluation system.

Annual auditing of project expenditure will be done in accordance with UNDP and GEF requirements.

Project Progress Monitoring

Project Inception Report:

The Inception Report will outline the initial project implementation process and the main outcomes it has achieved during this period. The inception report will also present the

revised work plan and project budget as well as the Annual Work Plan for 2007. This report will also include provisional dates for Steering Committee and Advisory Board Meetings, and project-related Monitoring and Evaluation activities, drawn up in consultation with project implementation partners and stakeholder representatives.

Daily implementation:

Progress in implementation is the responsibility of the Project Manager on the basis of the project's Annual Work Plan and its benchmarks. If there are delays or difficulties during implementation, the Project Manager informs the UNDP-CO so that there can be timely and appropriate support or corrective measures.

Ongoing monitoring:

Progress in implementation is monitored by the UNDP-CO through weekly meetings with the Project Manager. This allows parties to take stock and to troubleshoot any problems in the project in good time to ensure that project activities are carried out smoothly. To facilitate implementation and monitoring of the project, the Project Manager must prepare monthly work plans including identified benchmarks.

Quarterly monitoring:

Project monitoring will also be done through UNDP Quarterly Progress Reports on all aspects of project implementation. These are prepared by the PM and submitted to the Project Steering Committee for review and recommendations. The UNDP office will share quarterly reports with the GEF Regional Co-ordination Unit every three months.

Bi-annual monitoring:

The Project will also be monitored bi annually through Steering Committee meetings. As mentioned in the Management Arrangements (Please see section D below), this is the highest policy-level meeting of the parties directly involved in the implementation of a project. The project will be subject to Steering Committee reviews every six months. To assist in the bi-annual monitoring and general project implementation, the PMU will prepare biannual benchmark documents (please see Annex 5) outlining activity specific benchmarks (on a quarterly basis) to which the project should keep. Each benchmark document will cover a year.

Annual monitoring:

Annual monitoring will be done through a Project Implementation Review (PIR) prepared by PMU and submitted to UNDP-CO, MRDPW, MoEW and the UNDP-GEF regional office at least two weeks prior to the Steering Committee meeting, for review and comments. The Report will be one of the basic documents for discussions in steering committee annual meetings. The Project Manager will present the PIR to the meeting participants, highlighting policy issues and recommendations for participants to decide on. Separate reviews of each project component may also be done if necessary. In addition, the PMU will also prepare a UNDP Annual Project Report which, like the PIR, will be submitted to UNDP-CO, MRDPW, MoEW at least two weeks prior to the Steering Committee meeting for review and comments.

Mid-Term and Final Evaluation

Internal Mid-Term Evaluation:

An internal Mid-Term Evaluation will be undertaken at the mid-point of project implementation, tentatively in early 2009. The Mid-Term Evaluation will determine progress towards achieving outcomes and will identify any course corrections needed. It will focus on the effectiveness, efficiency and timeliness of project implementation; will highlight issues requiring decisions and actions; and will present initial lessons learned about project design, implementation and management. Findings of this review will be incorporated as recommendations for improved implementation during the final half of the project's term. The organisation, terms of reference and timing of the mid-term evaluation will be decided after consultation among the parties to the project document. The Terms of Reference for this mid-term evaluation will be prepared by the UNDP CO in consultation with the NPD, and based on guidance from the Regional Co-ordinating Unit and UNDP-GEF. The MRDPW will participate in choosing the evaluation team, will be consulted during the evaluation process and will receive the evaluation report.

Independent Final Evaluations:

An independent Final Evaluation will take place at the end of project implementation, focusing on the same issues as the mid-term evaluation, but with special emphasis on whether the capacity of the MRDPW to integrate global environmental concerns into development has been strengthened. The final evaluation will also look at the impact and sustainability of results, including the contribution to capacity development and the potential for achievement of global environmental goals. The Final Evaluation should also provide recommendations for follow-up activities. The Terms of Reference for this evaluation will be prepared by the UNDP CO in consultation with the NPD, and based on guidance from the Regional Co-ordinating Unit and UNDP-GEF. The MRDPW will participate in choosing the evaluation team, will be consulted during evaluation process and will receive the evaluation report.

D. LOGICAL FRAMEWORK MATRIX

During the project design phase there was not sufficient information (data) to make meaningful indicators possible, which is why the project's log-frame consists of proxy indicators (scorecard system). Although it was initially agreed (prior to signing the project document) that these indicators would be refined (concretised) during the inception phase, no changes to the Logical Framework Matrix (Annex 3) have been made during the project's short (four months) inception phase. However, as highlighted by the Project Manager at the inception workshop (Agenda item 7), the project log-frame will be refined to facilitate an easy monitoring process that can be done on a yearly basis. The finalisation of this work will be presented to the Steering Committee for their review and approval at the second SCM.

E. PROJECT MANAGEMENT STRUCTURE

The Project is being carried out nationally. The Ministry of Regional Development and Public Works (MRDPW) is the Project Implementing Partner. The Ministry of Environment and Water (MoEW) is an official project partner.

The project is managed and implemented according to UNDP rules and procedures for such a project at national level. The MRDPW manages the implementation of the project and is fully responsible for the attainment of the planned project Activities/ Outputs.

The National Project Director (NPD) is a Senior Expert from MRDPW. The NPD oversees the project on behalf of the Project Implementation Partner and represents it for daily decision-making on project implementation. The NPD reports to the Deputy Minister of Regional Development and Public Works.

A Project Management Unit (PMU), headed by a Project Manager (PM), is responsible for project operations. Apart from the PM, the PMU comprises of a Project Administrator (PA). The PMU is situated at the MRDPW, which provides payment for office space and utilities as part of its in-kind contribution to the project.

A Steering Committee (SC) is the project's decision-making body and, in line with the project document, includes representatives of the following departments in the MRDPW, MoEW and UNDP:

- Regional Policy and Management Systems Directorate (MRDPW)
- Directorate European Integration and International Cooperation (MRDPW)
- Regional Policy and Management Systems Directorate (MRDPW)
- Programming of Regional Development, Directorate General (MRDPW)
- Directorate Strategy, European Integration and International Cooperation (MoEW)
- Directorate Preventive Activities, (MoEW)
- Energy and Environment Sector (UNDP)

The SC will meet once every six months to assess the project's progress towards achievement of the planned project outputs and to review and provide guidance for further implementation. The PM acts as a Secretary to the SC. The first Steering Committee meeting took place on February 19 2007.

An Advisory Board will meet once every year, serving as a platform for wide-spread information outreach to ministries, relevant research institutions, NGOs, academic institutions and the media. The first Advisory Board meeting was held on February 21 2007 and the second Advisory Board meeting will take place in January 2008. The precise date will be decided at the Second Steering Committee meeting in autumn 2007.

The UNDP Country Office is to provide the following support services to the Implementing Partner to carry out the project:

- management assistance / advice to PMU in relation to the project-related activities that it performs including, but not limited to, observance of the project work plans and selection of sub-contractors;
- procurement and contracting;
- assistance in liaising with national partners;
- assistance for public advocacy purposes;
- project supervision for accountability, transparency, effectiveness and efficiency;
- project monitoring and evaluation;

- media contacts and visibility.

F. STAKEHOLDER INVOLVEMENT

The project has clarified and systemised its stakeholder involvement strategy:

Ministry of Regional Development and Public Works (MRDPW):

MRDPW has the main responsibility for implementing the National Operational Programme for Regional Development. MRDPW has an overall co-ordination role in implementing the project and facilitates PMU in contacts with its regional structures and municipalities. In addition, the Ministry assists the launch of nationally co-funded granting schemes for NGOs, municipalities and businesses aimed at the implementation of the Rio Conventions in Bulgaria and the generation of best practices under the project.

Ministry of Environment and Water (MOEW) and its Regional Inspectorates (RIEW)

MOEW are responsible for environmental protection, Environmental Impact Assessments and Ecological Assessments² of national, regional and local plans, strategies and programmes. MoEW is also the Operational GEF Focal Point in Bulgaria. The Ministry is represented on the Project's Steering Committee through its SEA/EAI and Environmental Strategy and Programmes Department. The two departments shall be actively consulted during the TP development and implementation, as well as during the development of the indicator system.

Executive Environmental Agency (ExEA):

ExEA is responsible for collecting, analysing and disseminating key environmental data, as well as for monitoring key environmental indicators related to air and soil quality and biological diversity. The project will seek active co-operation with ExEA in identifying and disseminating among Bulgarian businesses and municipalities best practices in actively integrating global environmental concerns, as well as data collection and analysis to generate indicators.

Ministry of Economy and Energy (MEE) and the Energy Efficiency Agency (EEfA):

MEE are responsible for co-ordinating steps against climate change, as well as the drafting of related legislation. The project is to seek active co-operation with MEE and EEfA in identifying and disseminating best practices to counteract climate change and global warming.

Bulgarian District Administrations:

The District Administrations are the main administrative units at regional level which ensure the development and implementation of regional development and spatial planning plans, strategies and programmes. District Administration representatives are to participate in the TP development and implementation. In addition, active input shall be sought from them to identify a pilot region and (a group of) municipalities for revising, respectively, their regional development and municipal spatial plan, and integrating the set of indicators developed during the project.

² Ecological Assessment is the official Bulgarian legal term for Strategic Impact Assessment.

Bulgarian Municipalities:

Municipalities are the main administrative units at local level which ensure the development and implementation of municipal development and spatial planning plans, strategies and programmes. The project is to invite a pilot group of municipal representatives, most probably from the Rhodope region, to take part in the TP development and implementation. Municipalities shall be the key generator of best practices to be collected and disseminated under the project.

International Donors:

The project shall seek co-operation with other international donors such as the World Bank, EBRD, USAID that manage similar projects in Bulgaria with the potential to finance, or leverage financing for, investments in the cross-cutting area of regional development and environmental protection: for example, biodiversity protection, promoting energy efficiency and soil conservation.

NGOs:

Major NGOs active in issues such as biodiversity protection (such as Bulgarian Biodiversity Foundation, Time Foundation, Balkani WildLife Society, Borrowed Nature), good agricultural practices (Agrolink, WWF - Bulgaria), climate change (BlueLink, EcoSymposia) shall be invited to participate in the implementation of certain assignments under the project, as well as in dissemination of project results and good practices. In addition, NGOs will be invited to be permanent members of the project's Advisory Board and their input shall be sought in validating intermediate results and planning future activities.

Academic and training institutions:

Relevant entities with already established programmes on biodiversity and soil protection, regional development and urban planning. A local academic and training institution shall be identified to work with the international training organisation to develop, accredit and carry out the TP in Bulgaria. Representatives of academic institutions shall be invited to participate in the project's Advisory Board and the implementation of certain assignments under the project, for example the development of a set of indicators and GIS database.

Private Sector:

The private sector, including associations of producers/industry/ service providers, consumer associations, commercial banks providing loans to environmental businesses, shall be a source of identifying and compiling good practices, as well as the implementation of certain assignments under the project, for example data collection, regional and municipal plans review and update.

Media:

PMU shall develop close contacts with media representatives reporting on environmental and regional development topics. They shall be invited to all the project's public events to enable increased visibility of the project and dissemination of its results, as well as to supply more objective information to the Bulgarian public on the implementation of the Rio Conventions.

Greening Regional Development Programmes Project (GDRP):

GDRP and its key deliverables shall be used in the production of “best practices” and “lessons learnt” publications. GDRP partners shall be consulted when identifying suitable public institutions in the cross-cutting area of regional development and environmental protection for conducting a study visit for key public officials from MRDPW and MoEW under the project. In addition, PMU shall participate in the development of a follow-up phase of GRDP Project.

G ANNUAL BUDGET FOR 2007

The overall budget for the first four quarters in 2007 is USD 144,985. The two largest components are service contracts companies and travel (USD 53, 500 and USD 27,450 respectively). The estimated budget is summarised below but for the full budget and the project work plan (please see Annex 7.)

Summary budget for the first four quarters:

71200 International Personnel	0
71300 Local Personnel	17470
71400 Service Contracts Individuals	22625
71600 Travel	27450
72100 Service Contracts Companies	57500
72205 Equipment and Furniture	3000
74500 Miscellaneous	16940
TOTAL	144985

ANNEX 1. MINUTES OF FIRST STEERING COMMITTEE MEETING

MINUTES
First Steering Committee meeting Project <i>Integrating global environmental issues into Bulgaria Regional Development Process</i> (Rio Conventions Project)
February 19 2007, 14:00-16:00 Ministry of Regional Development and Public Works, Collegium Hall, Sofia
Present: UNDP <i>Carsten Germer – UNDP Programme Analyst</i> <i>Natalia Dimitrova – Rio Conventions Project Manager</i> <i>Iliya Lazov- Rio Conventions Project Administrator</i> <i>Ventzislav Gradinarov – Interpreter</i> MRDPW <i>Valeri Naidenov - Director of Directorate, Regional Policy and Management System, National Project Director and Chair of the Steering Committee</i> <i>Margarita Atanasova – Junior Expert, Regional Policy and Management Systems Directorate</i> <i>Dimitrina Nikolova – Chief Expert, Programming of Regional Development, Directorate General</i> <i>Zlatka Ormanova – Director of Directorate EU Integration and International Co-operation</i> <i>Irina Zaharieva – Head of Department, Regional Development and Integrated Planning Systems, Directorate Regional Policy and Management Systems</i> MoEW <i>Jacqueline Metodieva – Head of EIA/EA Department, Directorate Preventive Activities, MoEW</i> <i>Valentina Nikolova – Chief Expert – Directorate Preventive Activities, MoEW</i>
Agenda Item 1 Official Opening
Mr. Valery Naidenov opened the meeting by highlighting that the project has an innovative character in the region of Central and Eastern Europe. He shared his expectations that when successfully completed, the project could be used as an example both in Bulgaria and EU. He expressed hope that the project would support the vertical and horizontal integration of environmental issues at the various levels of government – central, district and municipal. At the end of his welcoming speech, Mr. Naidenov wished good luck for a successful beginning and implementation of the project and invited the other participants in the SC meeting to introduce themselves.
Agenda Item 2 Introduction of the SC Members and the Project Team
Ms. Natalia Dimitrova – Project Manager, presented briefly herself to the SC member, as well as other UNDP representatives: Mr. Iliya Lazov, Project Administrator, Mr. Carsten Germer, UNDP Programme Analyst and Mr. Ventsislav Gradinarov, an interpreter.

<p>Ms. Jaklina Metodieva - Head of Department Prevention Activities, MoEW presented herself and Ms. Valentina Nikolova – Chief Expert at the Department Prevention Activities.</p> <p>Ms Metodieva said that the MoEW was still to appoint its official representatives to the Steering Committee. She also mentioned her personal and the Ministry’s support for the project, emphasising that it could help to improve the vertical and horizontal relationships between the ministries involved. Ms. Metodieva said that she was particularly interested in the developed Project’s Training Programme and she would like to discuss it in detail in the future.</p>
<p>Ms. Margarita Atanasowva – Junior expert, Regional Policy and Management Systems Directorate at MRDPW briefly presented herself.</p>
<p>Ms. Dimitrina Nikolova – Chief Expert, Programming of Regional Development, Directorate General at MRDPW briefly presented herself.</p>
<p>Ms. Zlatka Ormanova – Director of Directorate EU Integration and International Co-operation at MRDPW, presented herself, expressing gratitude for being invited to the Steering Committee. She emphasised the importance of the project in connection with Bulgaria’s recent EU accession and commitments that needed to be followed by the Bulgarian Government. She said that she could assist the project by giving the PMU background information on relevant EU standards and policies in the project area.</p>
<p>Irina Zaharieva – Head of Department, Directorate Regional Policy and Management Systems, MRDPW, presented herself and the profile of the department that she managed. She expressed her support for the project and her expectations for positive effects after its successful completion.</p>
<p>Agenda Item 3 Comments on the Project, UNDP</p>
<p>Mr. Germer presented the project in regard with the overall activities and goals of UNDP as an implementing agency and of the Global Environmental Facility, as the main donor. He described in brief the other three GEF funded projects currently managed by UNDP’s Energy & Environment Programme Area – the Sustainable Land Management project, the Energy Efficiency Project and the Rhodope Project. He said that the Rio Conventions Project was, in a sense, an upgrade of these three projects, because it aimed to incorporate their results achieved at regional and municipal level and up-scaling them to the national level institutions and their related work on the three Conventions.</p>
<p>Agenda Item 4 Presentation: Introduction of the Project – goals, key activities, expected results</p>
<p><i>Ms. Dimitrova</i> gave a brief introduction on the project’s outcomes, overall budget and activity timeframe. She explained in detail the immediate changes that needed to be made to the project’s timeframe and budget because of its belated start. Ms. Dimitrova also went into detail about the pending project activities in 2007.</p>
<p>Agenda Item 5 Discussion</p>
<p>The presentation of Ms. Dimitrova was followed by a general discussion with all SC members: <i>Ms. Metodieva</i> asked for more information about the selection of an international training organisation and consultants for development of the training programme, and offered her support in this matter.</p> <p><i>Ms. Dimitrova</i> said that the PMU was currently implementing three assignments with selected consultants in order to collect background information regarding the development of the training programme. She told the SC members about the UNDP standard procedures for selecting consultants and conducting bidding procedures, which include publications in national and international print and electronic media. Mrs. Dimitrova said that the first of the three assignments involved a review of on-going programmes by Bulgarian academic and training institutions relevant to the implementation of the three Conventions in Bulgaria. The second assignment involved an overview of existing manuals on environmental and other relevant impact assessments. The third assignment focused on examining</p>

different formats for training programme delivery to adults and public officials. Ms. Dimitrova said that an initial list of international academic and training institutions had been prepared and she invited SC members to send their suggestions for institutions to be added to the list.

Mr Carsten Germer gave a clarification regarding the standard UNDP procedures for approval of assignments under the project, as all Terms of References and Requests of Quotations were finalised after a review by the UNDP and the National Project Director. He invited SC members, if they had other appropriate channels for advertising international assignments, to share them with PMU and UNDP.

Mr. Germer said that the initial goal was to develop the skeleton of the training programme, which then would be discussed with a broad spectrum of institutions in order to develop an adequate and effective programme.

Ms. Metodieva said that she would find out if the search for international training institutions could be announced on the MoEW website.

Ms. Zaharieva told the PMU that there were a few discrepancies in the Bulgarian text of the Main Project Document (MPD) which needed to be corrected in the MPD or in a separate Explanatory note to MPD, for example on the selection criteria for pilot regions and municipalities. She said that there were discrepancies regarding the use of regional development and spatial planning legal terminology and advised the Project Team to correct it in accordance with national legislation, as the corrections mentioned were necessary to clarify the conditions for project implementation.

Ms Valia Nikolova made a similar recommendation about the use of the term ecological assessment (EA) instead of SEA, since EA was the correct term to be used according to Bulgarian legislation.

Mr. Valeri Naidenov requested that some information about the progress of the project be sent on a regular basis to SC members.

Mr Carsten Germer proposed that such information be sent on a quarterly basis in accordance with the quarterly progress reports prepared by PMU and sent out to GEF.

Concluding the meeting, **Mr. Valeri Naidenov** asked the PMU to propose a suitable date for the next Steering Committee meeting.

Ms Natalia Dimitrova suggested that it would be most appropriate to have it in September-October 2007 because some intermediate results on 2007 project goals and objectives would be available by then.

After a short discussion, SC members agreed that the next Steering Committee Meeting should be held in September or October 2007.

Upon exhausting all the items in the agenda, **Mr. Valeri Naidenov** closed the meeting by emphasising the commitment of all SC members for the successful completion of the Rio Conventions Project.

Summary of major decisions:

- Agreed proposed changes in the overall time frame of activities and budget re-allocations from Year 1 (2006) to the subsequent years
- Agreed that the PMU will receive support from both MRDPW and MoEW to advertise the assignments through the ministries' websites and other means
- Agreed that the Bulgarian text of the Project Document is to be additionally checked for accuracy of official terms and names regarding current Bulgarian laws and practices and discrepancies between Bulgarian and English versions.
- Agreed that the Steering Committee members will receive copies of the Quarterly Progress Reports of the Rio Conventions project in order to be updated about intermediate results and current project developments.
- Agreed that the next Steering Committee meeting will be held in September or October 2007.

ANNEX 2. INCEPTION WORKSHOP MINUTES

MINUTES
Inception Workshop Project <i>Integrating global environmental issues into Bulgaria Regional Development Process (Rio Conventions Project)</i>
February 21 2007, 13:00-16:00 hrs. Grand Hotel Bulgaria – Sofia
Speakers: <i>Neil Buhne, Resident Representative, UNDP</i> <i>Iskra Mihaylova, Deputy Minister, MRDPW</i> <i>Yordan Dardov, Deputy Minister, MoEW</i> <i>Valery Naidenov</i> <i>National Project Director</i> <i>Director of Directorate</i> <i>Regional Policies and Management Systems,</i> <i>MRDPW</i> <i>Carsten Germer - Programme Analyst,</i> <i>Energy and Environment Programme, UNDP</i> <i>Natalia Dimitrova – Project Manager</i>
Agenda Item 1 Welcome Speech by Ms. Iskra Mihaylova, Deputy Minister, MRDPW
<p>Ms. Mihaylova opened the workshop by welcoming participants and emphasised the importance of the project for MRDPW as an implementing partner for the project and as the institution responsible for the implementation of OP Regional Development. Ms Mihaylova said that the project could be seen as providing a cross link among the process of regional development and planning, on one hand, and the acquisition of EU structural funds, on the other, and finally, as a tool to achieve governmental commitments towards the implementation of the Rio Conventions. Ms. Mihaylova also elaborated on the project’s support for developing indicators for environmental impact monitoring of projects funded from Structural Funds.</p> <p>Ms. Mihailova described the scheme for financing the project and explained the structure of the co-funding contribution by the MRDPW.</p> <p>In a concluding remark, Ms. Mihaylova expressed optimism that when the project was successfully completed, more Bulgarian institutions would be capable of incorporating global environmental issues in their strategic documents and that “horizontal co-ordination” on local and national level among such institutions would be significantly improved.</p>
Agenda Item 2 Welcome Speech by Mr. Yordan Dardov, Deputy Minister, MoEW

Mr. Dardov opened his welcoming speech by emphasising that one of the major goals of MoEW was to support the integration of environmental objectives into the planning documents of all other governmental institutions, and that the Rio Conventions Project would aid the ministry in these efforts. Mr. Dardov emphasised the importance of previously funded GEF projects in Bulgaria - such as the National Capacity Self Assessment for Global Environmental Management - which provided in-depth information on Bulgaria's national capacity to comply with the requirements of the Rio Conventions as well as prepare a strategy for capacity improvement.

Mr. Dardov pointed out three main reasons for complying with the Rio Conventions' requirements:

1) The conventions have been ratified by the Bulgarian National Assembly and as such, they are a part of Bulgarian national law and have priority over other acts that may interfere with their implementation.

2) The harmonisation of Bulgarian legislation with the EU rule of law should include indicators for achieving Rio Conventions objectives, which are also part of EU law.

3) The processes connected to the three conventions are vital for economic development and for the overall improvement of quality of life in Bulgaria.

Mr. Dardov concluded his statement by pointing out that a continued, but more integrated, implementation of the Rio Conventions in Bulgaria would ensure the avoidance of negative effects on the quality of life and economic competitiveness and that he saw the Project as a main vehicle to provide for the necessary capacity building to counteract such negative processes.

Agenda Item 3

Welcome Speech

Mr. Neil Buhne, Resident Representative, UNDP

Mr. Buhne began his statement by elaborating on the need to integrate the Rio Conventions' objectives into Bulgarian regional policy, the Bulgarian Government's decision-making process and general public awareness. Mr. Buhne also emphasised the fact that part of the UNDP's global mandate was to help countries meet their international environmental commitments and to integrate them into national, regional and local policy, this also being a part of the Seventh Millennium Development Goal agreed to by all countries in 2000.

Mr. Buhne pointed out the three main outcomes of the project:

1) Establishing methodologies, capacity and knowledge including information system management related to global environmental problems both at MRDPW and MoEW.

2) Achieving institutional changes at MRDPW aiming at better integration of global environmental concerns in regional development processes.

3) Adaptation of regional development plans and spatial plans at municipal level so that they integrate global environmental objectives.

Mr. Buhne emphasised that the successful completion of the project required wide public awareness and co-operation. He said that, if the integration of the Global Environment into regional development succeeded, this would affect a wide range of beneficiaries. Finally, Mr. Buhne expressed his belief that the Rio Conventions Project would help Bulgaria become more competitive within the EU and become one of the forerunners in proactive integration of global environmental issues into the process of regional and local development in Europe.

Agenda Item 4

Answers to questions from the press

The Inception Workshop was attended by more than 10 representatives of national print and electronic media. Following the opening statements, the floor was opened for questions from the press.

Q1. The first question from the press was about utilization of the co-financing contribution pledged by the MRDPW.

Deputy Minister of MRDPW, Ms. Iskra Mihaylova explained that the Ministry would contribute to the implementation of the project through an allocation project co-financing which would be managed by the Ministry. She said that the co-financing would be linked to a national grant scheme aimed at NGOs, municipalities and businesses(under the Pre-Accession and Structural Funds) which would benefit from best practices developed through the implementation of the Rio Conventions in Bulgaria.

Mr. Carsten Germer, UNDP, gave further clarification about the specifics of GEF requirements for co-funding, and briefly explained about incremental cost and financial support towards global benefits.

Q2. The second question was about how results from the project implementation would be incorporated in the Operational Programme for Regional Development.

Ms. Mihaylova said that the OP for Regional Development was nearing completion, and so it would not be possible for the project to have any impact on the development of the OP for 2007-2013(it could, however, influence the formulation of the next OP). Rather, the project would support and strengthen the implementation and monitoring of the OP. In addition, the project would create public and government awareness about the implementation of the three Conventions in Bulgaria.

Q3. The final question from the media was about the specific work under the project towards implementing the Framework Convention on Climate Change.

Ms. Mihaylova said that the project would give equal importance to the implementation of the three UN Conventions in Bulgaria from the perspective of the Ministry of Regional Development, and recommended (as this was a very specific project related question) that the journalists waited to hear the presentation by the Project Manager on the specific focus on each of the conventions under the project.

Agenda Item 5

Statement by Mr. Valery Naidenov, National Project Director, MRDPW

Mr. Naidenov presented himself and his responsibilities for the political and operational co-ordination of project activities. He elaborated further on the issue of co-funding provided by MRDPW, explaining the details of the mobilisation of Ministry funds for future projects incorporating GE concerns.

Agenda Item 6

Statement by Mr. Carsten Germer, Programme Analyst, Energy and Environment Programme, UNDP

In his statement, **Mr. Germer** reviewed the project objectives by putting them into the global GEF framework. He presented briefly the GEF structure, objectives and funding priorities. Mr. Germer also elucidated UNDP-GEF requirements in project monitoring and operations in order to ensure transparency and visibility of project results.

Mr. Germer gave a short overview of three other ongoing UNDP/GEF funded projects from UNDP Bulgaria's Energy and Environment Programme, namely: the Sustainable Land Management Project, the Energy Efficiency Project and the Rhodope Project. He said that the Rio Conventions Project could be seen as the "ribbon" that tied the Bulgarian GEF funded projects together, because it complemented the three other projects, which worked on the individual conventions. Mr. Germer said that the four projects together formed a type of holistic programme where the Rio Conventions Project approached the implementation of the conventions at the national level, while the other three projects worked primarily at municipal and regional level.

He emphasised that the one of the important elements of all GEF projects was a participatory approach and that the Rio Conventions project received a very valuable bottom up input from the other three projects.

Agenda Item 7

Project Introduction – Goals, Key Activities, Expected Results

Mrs. Natalia Dimitrova, Project Manager

Ms. Dimitrova gave a detailed multimedia overview of all major components of the project as laid out in the Project Document, namely: management structure, objectives and outcomes, budget and timeframe, as well as a detailed plan for the forthcoming project activities in 2007. Ms. Dimitrova said that there was a need to develop objective and measurable indicators to track project progress towards the objectives laid down in the project's logical matrix.

Agenda Item 8

Questions & Answers

The presentation by the Project Manager was followed by a number of questions posed by participants in the Inception Workshop.

Q1. Mr. Pencho Dobrev, Bulgarian Academy of Sciences, inquired about the possibilities of the academy's co-operation on the project implementation, and he pointed towards the importance of including a wider range of Ministries and state organisations in the project process. He also requested additional information on the training programme which would be developed under the project.

Ms. Dimitrova explained that a wide range of ministries and state agencies had participated in the project development phase and that many of these had received an invitation to the Inception Workshop. She confirmed that a broad participatory approach would be followed throughout the project. She reminded participants that there would be annual Advisory Board (AB) meetings, open to all interested stakeholders. She explained that the AB would be a wide forum for discussion on the project's progress and intermediate results. Regarding the training programme, Ms. Dimitrova emphasised that the long-term objective of the programme was to receive national accreditation, so that it could generate interest among potential participants both from governmental, business and non-governmental structures who would guarantee the continuation of the programme after the project's completion.

Q2. Prof. Radi Radev, Association Ecoforum, expressed his satisfaction regarding the project goals and progress to date, and asked the PMU about the procedure for involvement of consultants and specialists for specific assignments under the project. He emphasised that there were a number of Bulgarian scientists that would be able to contribute significantly to the project's research and implementation.

Ms. Dimitrova explained that the project would follow UNDP rules and procedures with regard to any type of contracting undertaken by the project. She said that precisely because of the extensive national capacity, most of the work under the project would be done by national consultants and sub-contractors. Further, she encouraged interested parties to visit the project's website often, because upcoming assignments and other project information would be posted on a regular basis. She invited all participants to contact the PMU if they had any specific topics or proposals for co-operation that needed to be addressed by the project.

Q3. Mr. Georgi Stefanov, Centre for Environmental Education and Information, enquired about the possibility of extending the training programme to municipal and other local authorities that are in fact the personnel that implement national policy at local level.

Ms Dimitrova emphasised that the training programme would be open to all interested participants after its end. She said that more direct work with municipalities was envisaged during the second half of the project when a set of indicators needed to be incorporated into at least one Municipal Spatial Development Plan. Ms. Dimitrova shared the intention of the PMU to develop an E-Training module that would be available online in order to reach a wider range of beneficiaries.

Q4. Prof. Radi Radev, Association Ecoforum and Ms. Viara Gancheva, Association Forum for Sustainable Development, elaborated on the absence of a National Strategy for Sustainable Development in Bulgaria, and requested additional information on the intentions of the Ministry of Regional Development to support the drafting of such a strategy by means of this and other projects.

Mr. Valery Naidenov, MRDPW, responded that the Ministry was working on draft changes to the Regional Development Act in order to incorporate the principles of sustainable development into activities directly managed by MRDPW. He emphasised that the Bulgarian Government was working towards the development of a National SD Strategy; in the meanwhile, it was closely following the principles of the EU Strategy for Sustainable Development

Q5. Ms. Nina Georgieva, Association for Civic Control on Public Institutions, inquired about the methods for monitoring and control of the project's implementation and expenditures.

Ms. Dimitrova presented in brief the existing mechanisms for monitoring the project's activities by all the implementing partners – the UNDP, MRDPW and GEF.

Mr. Naidenov said that aside from the normal UNDP monitoring and evaluation (which includes audits), there was no available procedure for payments to consultants to monitor the project's activities, besides the resources already allocated for mid-term and final evaluation of the project. He invited Ms. Georgieva to be an observer at the project's Steering Committee Meetings as a means of improving civic monitoring of the project's implementation.

Q6. Mr. Georgi Stefanov, Centre for Environmental Education and Information, also inquired about the methodology for selecting the pilot region and municipality under the project.

Ms. Dimitrova elaborated on the project development history and she explained that the pilot region and municipality were not yet identified and their selection would be finalised in a broad dialogue with interested stakeholders.

Mr. Naidenov said that criteria to be taken into account in the final selection would include the ecological status of the region, past experience in the administration of similar projects, past experience in drafting regional and municipal plans and strategies with SD focus, potential for generation of new projects focusing on the implementation of the Rio Conventions, and attracting private investment towards that purpose.

ANNEX 3. LOGICAL FRAMEWORK MATRIX

Project Goal					
To embed global environmental concerns into the processes of regional and local development, and spatial planning in Bulgaria.					
Objective/ Outcomes	Indicator/ Scorecard	Baseline	Target	Sources of verification	Assumptions and Risks
<p>Project Objective: To build capacities for mainstreaming global environment into the formulation and implementation of regional and local development, as well as spatial planning policies.</p>	<p>The agenda for mainstreaming GE into RD is being effectively championed Scorecard: 0 -- There is essentially no mainstreaming agenda; 1 -- There are some persons or institutions actively pursuing a mainstreaming agenda but they have little effect or influence; 2 -- There are a number of champions that drive the mainstreaming agenda, but more is needed; 3 -- There are an adequate number of able "champions" and "leaders" effectively driving forward a mainstreaming agenda</p>	1	3	Independent evaluation	<p>GOB remains committed to integrating global environmental considerations into regional development and spatial planning processes. MRDPW remains the key responsible Ministry for implementing the RDA and TDA MRDPW and MOEW continue to cooperate closely to ensure appropriate integration of environmental issues in regional development planning</p>
<p>OUTCOME 1: The methodologies, skills, knowledge, and information management system for mainstreaming global environmental considerations into the formulation, implementation and evaluation of regional development and spatial planning policies are in place</p>	<p>Overall there are adequate skills for mainstreaming GE into RD at all levels in the MRDPW and MOEW Scorecard: 0 -- There is a general lack of skills for mainstreaming GE into RD; 1-- Some skills exist but in largely insufficient quantities to guarantee effective planning and implementation; 2 -- Necessary skills exist but are stretched and not easily available; 3 -- Adequate quantities of the full range of skills necessary for effective mainstreaming of GE into RD are easily available</p>	0	3	Independent mid-term and final evaluation	<p>MRDPW and MOEW are willing to put in place institutional incentives to encourage staff to acquire and apply skills related to mainstreaming of GE in regional development planning Adequate access to necessary data can be effectively facilitated Cooperation and links can</p>

Objective/ Outcomes	Indicator/ Scorecard	Baseline	Target	Sources of verification	Assumptions and Risks
	<p>There are appropriate systems of training, mentoring, and learning in place to maintain a continuous flow of new staff</p> <p>Scorecard: 0 -- No mechanisms exist; 1 -- Some mechanisms exist but unable to develop enough and unable to provide the full range of skills needed; 2 -- Mechanisms generally exist to develop skilled professionals, but either not enough of them or unable to cover the full range of skills required; 3 -- There are mechanisms for developing adequate numbers of the full range of highly skilled regional development planners capable of integrating GE issues.</p>	0	3	Independent mid-term and final evaluation	be established with other countries in the region and beyond to tap into existing experience and knowledge.
	Set of indicators that assesses impact of Regional Development and spatial planning documents on achievement of global environmental convention objectives	Current indicator set does not include global environmental performance indicators	By project end, there is a comprehensive set of indicators that can be used to assess impact of development and spatial planning at regional, district and municipal levels on the achievement of BD, CC, LD Convention objectives	Annual progress report of PMU	
	Access to data for reporting on the global environmental performance indicators	MRDPW staff have limited access to data	MRDPW staff have full access to data needed for reporting on progress in terms of impact on global environment convention	Annual progress report of PMU	

Objective/ Outcomes	Indicator/ Scorecard	Baseline	Target	Sources of verification	Assumptions and Risks
			commitments		
	Institutions have the information they need to develop, implement and monitor regional development strategies/ plans that integrate GE issues. Scorecard: 0 -- Information is virtually lacking; 1 -- Some information exists, but is of poor quality and of limited usefulness and difficult to access; 2 -- Much information is readily available, mostly of good quality, but there remain some gaps both in quality and quantity; 3 -- Adequate quantities of high quality up to date information for mainstreaming GE into RD is widely and easily available	1	3	Independent final evaluation	
	Civil Society monitors the effect of regional development planning on BD, CC and LD concerns in the pilot region or group of municipalities Scorecard: 0 -- There is no dialogue at all; 1 -- There is some dialogue going on, but not in the wider public and restricted to specialized circles; 2 -- There is a reasonably open public dialogue going on but certain issues tend not to be discussed; 3 -- There is an open and transparent public dialogue about the effect of RD planning on achievement of GE objectives	1	3	Independent final evaluation	
OUTCOME 2: Institutional changes that support mainstreaming of global environmental into regional development and spatial planning are in place.	Human resource performance management systems are geared to encouraging development and application of acquired mainstreaming skills Scorecard: 0 -- Job requirements and performance management systems do not explicitly mention mainstreaming skills; 1 -- There is indirect reference to importance of mainstreaming environmental and GE considerations in RD planning; 2 -- Few job descriptions and performance assessments	0	3	Independent final evaluation	MRDPW views PMU and its functioning as an integral part of its operations. MRDPW staff can be vocal proponents of mainstreaming GE in their interaction with other Managing Authorities (through

Objective/ Outcomes	Indicator/ Scorecard	Baseline	Target	Sources of verification	Assumptions and Risks
	directly emphasize mainstreaming skills with their being scope for extension; 3 – Explicit emphasis on mainstreaming skills in all relevant job descriptions and performance assessments				participation in Working Groups).
	Individuals are highly motivated for mainstreaming GE considerations Scorecard: 0 -- No motivation at all; 1 -- Motivation uneven, some are but most are not; 2 -- Many individuals are motivated but not all; 3 -- Individuals are highly motivated	1	3	Independent mid-term and final evaluation	
OUTCOME 3: Regional development plans and municipal-level spatial development plans are revised to integrate global environmental objectives in a pilot region through application of capacities developed in Outcomes 1 and 2.	Model regional development and spatial development documents are submitted for approval by the respective bodies in charge of approving them.	pilot region's RDP or municipalities development and spatial plans do not explicitly take account of GE issues	By project end, revised planning documents are submitted for approval	Independent final evaluation	Capacity development measures for mainstreaming GE include appropriate staff from the SE region.

ANNEX 4. ANNUAL WORK PLAN AND BUDGET (2007)

EXPECTED OUTPUTS & MONITORING ACTIVITIES	ACTIVITIES AS PER PROJECT DOCUMENT	TIMEFRAME 2007				RESPONSIBLE PARTNER	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount USD
OUTPUT 1. The methodologies, skills, knowledge, and information management system for mainstreaming global environmental considerations into the formulation, implementation and evaluation of regional development and spatial planning policies are in place	Output 1.1 Training Program								
	Act. 1 Identifying Int. Accredited Inst.	X				MRDPW	GEF	71200 International Personnel	0
	Act. 2 Identifying BG Accred. Inst.	X				MRDPW	GEF	71300 Local Personnel	7970
	Act. 3 Design a ToT program		X	X		MRDPW	GEF	71600 Travel	26300
	Act. 4 Select 6BG trainers - indicator			X		MRDPW	GEF	72100 Service Contracts Companies	26000
	Act. 5 ToT (MRDPW) (MOEW)				X	MRDPW	GEF	72205 Equipment and Furniture	0
	Act. 6 Design of Staff Training Programme					MRDPW	GEF	74500 Miscellaneous	2140
	Output 1.2 Staff trained								
	Act. 1 Pilot delivery of TP: MRDPW & SEA					MRDPW	GEF	71200 International Personnel	0
	Act. 2 TP modifications based on the feedback					MRDPW	GEF	71300 Local Personnel	0
	Act. 3 Accreditation of the Training Program					MRDPW	GEF	71600 Travel	0
	Act. 4 Train remaining staff of MRDPW & SEA					MRDPW	GEF	72100 Service Contracts Companies	0
	Act. 5 Promotion of the TP to stakeholders					MRDPW	GEF	72205 Equipment and Furniture	0
	Act. 6 Design of Staff Training Programme					MRDPW	GEF	74500 Miscellaneous	0
	Output 1.3 Indicators and GIS								
	Act. 1 Identification of set of indicators		X	X	X	MRDPW	GEF	71200 International Personnel	0
	Act. 2 Survey of data sources			X	X	MRDPW	GEF	71300 Local Personnel	3000
	Act. 3 Negotiations on data delivery					MRDPW	GEF	71600 Travel	0
	Act. 4 Indicators integration with GIS					MRDPW	GEF	72100 Service Contracts Companies	3000
	Act. 5 Guidelines on indicators use					MRDPW	GEF	72205 Equipment and Furniture	0
	Act. 6 Testing of indicators via pilot Regional Plan					MRDPW	GEF	74500 Miscellaneous	0
	Output 1.4 Website								
	Act. 1 Website structure and design agreement	X	X			MRDPW	GEF	71200 International Personnel	0
	Act. 2 Protocol development on indicator system access via Internet		X			MRDPW	GEF	71300 Local Personnel	0
	Act. 3 Website production		X			MRDPW	GEF	71600 Travel	0
	Act. 4 Promotion, management and update, including encouraging municipalities to submit good practices.			X	X	MRDPW	GEF	72100 Service Contracts Companies	5000

	Output 1.5 Knowledge materials										
	Act. 1 Good practices materials			X	X	MRDPW	GEF	72100 Service Contracts Companies		6500	
	Act. 2 Adapting GRDP materials			X	X	MRDPW	GEF	71300 Local Personnel		6500	
	Act. 3 Set of legislative requirements					MRDPW	GEF	74500 Miscellaneous		9000	
	Act. 4 Good Financial Management Practices Compendium			X	X	MRDPW	GEF			0	
OUTPUT 2. Institutional changes that support mainstreaming of global environment into regional development and spatial planning are in place	Output 2.1 Improvements at MRDPW and MOEW										
	Act. 1 Key decision makers from MRDPW will be introduced to the “ESTM Office”			X	X	MRDPW	GEF	71300 Local Personnel		0	
	Act. 2 MRDPW will make adjustments to the staff hiring procedure, job descriptions, and staff evaluation			X	X	MRDPW	GEF	71600 Travel		0	
	Act. 3 Methodologies (for EIAs and SEAs)					MRDPW	GEF	72100 Service Contracts Companies		0	
	Output 2.2.1 Stakeholder capacity: materials					MRDPW					
	Act. 1 Monitoring, management, evaluation	X	X	X	X	MRDPW	GEF	71200 International Personnel		0	
	Act. 2 Lessons learnt publications					MRDPW	GEF	71300 Local Personnel		0	
	Act. 3 Round tables with donors to share lessons					MRDPW	GEF	71600 Travel		0	
	Act. 4 Institutional changes in the MA of OPs					MRDPW	GEF	72100 Service Contracts Companies		0	
	Act. 5 Final conference and media publications					MRDPW	GEF				
	Output 2.2.2 Stakeholder capacity - PMU							71400 Service Contracts Individuals		22625	
	Act. 1 Project manager and assistant	X	X	X	X	MRDPW	GEF	72100 Service Contracts Companies		17000	
	Act. 2 Equipping the office in MRDPW	X				MRDPW	GEF	71600 Travel		1150	
	Act. 3 PMU functioning	X	X	X	X	MRDPW	GEF	72205 Equipment and Furniture		3000	
							74500 Miscellaneous		5800		
OUTPUT 3. Regional development plan and one municipal-level spatial development plan are revised to integrate global environmental objectives in a pilot region or group of municipalities	Output 3.1 RDP Up-date										
	Act. 1 (ToR) for pilot testing the project					MRDPW	GEF				
	Act. 2 Selecting the sub-contractor for updating the R D Plan					MRDPW	GEF	71300 Local Personnel		0	
	Act. 3 Review of RDP					MRDPW	GEF	72100 Service Contracts Companies		0	
	Output 3.2. Master plan										
	Act. 1(ToR) for pilot testing the project					MRDPW	GEF	71300 Local Personnel		0	
	Act. 2 Selecting the sub-contractor for the MP					MRDPW	GEF	72100 Service Contracts Companies		0	
Act. 3 Review of the MP					MRDPW	GEF					
							TOTAL		144985		

Annex 5 Project Activities and Benchmarks (2007)

Rio Conventions Project: Key Benchmarks (1 Jan - 31 Dec 2007)

Outcome and activities	Activities in detail	Benchmarks	Benchmarks	Benchmarks	Benchmarks
Quarter		1.01 - 31.03 2007	1.04 - 30.06.2007	1.07 - 30.09.2007	1.10 - 31.12.2007
OUTPUT 1. The methodologies, skills, knowledge, and information management system for mainstreaming global environmental considerations into the formulation, implementation and evaluation of regional development and spatial planning policies are in place					
Output 1.1 Training Program					
Act. 1 Identifying Int. Accredited Inst. (IAIs)					
1.1 Collection of background data	Survey of BG training / academic institutions		Final Assignment Document and Technical Report submitted by 27 April		
	Survey of IA manuals	Final Assignment Document and Technical Report submitted by 10 March			
	Survey and design of suitable formats for TP delivery	Final Assignment Document and Technical Report submitted by 30 March			
1.2 List of potential IAIs	List of IAIs compiled	List compiled by 31 Jan			
1.3 Search for IAI	IAI identified		Tender documents prepared and an international call launched by 30 April. IAI selected and contract signed by IAI selected and contract signed by 15 June		
Act. 2 Identifying BG Accred. Inst. (BAI)					
2.1 Search for BAI	BAI Identified jointly with IAI			BAI identified by 31st July	
Act. 3 Design a Pilot Course					
3.1 Key Documents for the Pilot Course	Syllabus, Contents, Methodology and materials developed			Syllabus and contents ready by 31 July	Methodology and training materials ready by 1 Oct

Act. 4 Select pilot cohort of trainees - indicators					
4.1 Set of indicators	Indicator system developed			Indicator system developed by 1 September	
4.2 Pilot Cohort of trainees	Trainees for pilot cohort selected			Trainees selected by 30 September	
Act. 5 Pilot training course, MoEW/MRDPW					
5.1 Pilot course design and delivery	Pilot course delivered				Pilot course designed and delivered by 30 Nov
Act. 6 Design of Staff Training Programme	No benchmarks				
Output 1.2 Staff trained					
Act. 1 Pilot delivery of TP: MRDPW & SEA	No benchmarks				
Act. 2 TP modifications based on the feedback	No benchmarks				
Act. 3 Accreditation of the Training Program	No benchmarks				
Act. 4 Train remaining staff of MRDPW & SEA	No benchmarks				
Act. 5 Promotion of the TP to stakeholders	No benchmarks				
Output 1.3 Indicators and GIS					
Act. 1 Identification of set of indicators					
1.1 Background review	OPs and RDPs review and analysis			ToR prepared and national consultant(s) identified by 31 July	Key documents reviewed and analysed by 30 Nov
1.2 Indicator set	Indicator set developed				Initial assessment indicators (from PDF) fine-tuned and upgraded by 15 Dec
Act. 2 Survey of data sources					
2.1 Data sources for indicators	Survey of data sources (NSI, MRDPW, other EU sources)			ToR prepared and national consultant(s) identified by 31 July	Key national and international datasources identified and analysed by 30 Nov
Act. 3 Negotiations on data delivery	No benchmarks				

Act. 4 Indicators integration with GIS	No benchmarks				
Act. 5 Guidelines on indicators use	No benchmarks				
Act. 6 Testing of indicators via pilot Regional Plan	No benchmarks				
Output 1.4 Website					
Act. 1 Website structure and design agreement					
1.1 Project web site structure	PWS structure agreed	PWS structure (format and contents) agreed with UNDP and MRDPW by 1st March			
1.2 Project web site design	PWS design approved		PWS design (basic outlook, colors, logos) agreed with UNDP and MRDPW by 15 April		
Act. 2 Protocol development on indicator system access via Internet	No benchmarks				
Act. 3 Website production					
3.1 Producing the web site	PWS launched	ToR prepared and Call for Offers launched by 6 March	PWS designed and launched by 30 April		
3.2 Rio conventions background data	Key data and links on Rio Conventions collected and uploaded on the PWS	ToR prepared and a national consultant selected by 30 March	Key data and links on Rio Conventions uploaded on the PWS by 31 May		
Act. 4 Promotion, management and update, including encouraging municipalities to submit good practices.	No benchmarks				
Output 1.5 Knowledge materials					
Act. 1 Good practices materials	No benchmarks				
Act. 2 Adapting GRDP materials					
2.1 GRDP materials review			ToR prepared and a national consultant selected by 30 June	Review and selection of suitable documents by 15 Aug	

2.2 GRDP materials adaptation					Adaptation of GRDP materials by 30 Oct
2.3 GRDP materials translation and printing					Translation of adapted GRDP materials into Bulgarian by 15 Dec
Act. 3 Set of legislative requirements	No benchmarks				
Act. 4 Good Financial Management Practices Compendium	No benchmarks				
OUTPUT 2. Institutional changes that support mainstreaming of global environment into regional development and spatial planning are in place					
Output 2.1 Improvements at MRDPW and MOEW					
Act. 1 Key decision makers from MRDPW will be introduced to the “ESTM Office”					
1.1 Indicators for identifying participants	Indicators developed			Indicators developed and agreed with MRDPW and MoEW by 1st Sept	Participants selected by 1st October
1.2 Study visit program	Study visit program designed			Study visit program developed and approved by 30 Sept	
1.3 Logistical arrangements	Logistical arrangements made			Accommodation and travel arranged and meeting facilities secured by 30 Sept	
1.4 Study visit	Study visit conducted				Study visit conducted by 15 Nov
1.5 Evaluation of the study visit	Evaluation of the study visit performed and recommendations for follow up skills upgrade made				Evaluation of the study visit and recommendations for follow up study visits and trainings by 15 Dec
Act. 2 MRDPW will make adjustments to the staff hiring procedure, job descriptions, and staff evaluation	No benchmarks				
Act. 3 Methodologies (for EAI and SEAs)	No benchmarks				
Output 2.2.1 Stakeholder capacity: materials					

Act. 1 Monitoring, management, evaluation	No benchmarks				
Act. 2 Lessons learnt publications	No benchmarks				
Act. 3 Round tables with donors to share lessons	No benchmarks				
Act. 4 Institutional changes in the MA of OPs	No benchmarks				
Act. 5 Final conference and media publications	No benchmarks				

Output 2.2.2 Stakeholder capacity – PMU

Act. 1 Project manager and assistant

1.1 Commencement of work on the project	Project Manager and Project Administrator hired	PM and PA start work by 3 Jan			
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Act. 2 Equipping the office in MRDPW

	Completed office refurbishment	Sign contract with selected company and refurbish the office by 15 Feb	Sign a hand-over protocol and supply all the necessary documents by 2 April		
	Purchased office furniture	Send RFQs and select a supplier by 30 March	Install purchased furniture by 20 April		
	Purchased additional office equipment (if not provided by MRDPW)		Purchase and install office phones and fax by 20 April		

Act. 3 PMU functioning

	Report monthly progress	Reports prepared end of each month	Reports prepared end of each month	Reports prepared end of each month	Reports prepared end of each month
	Develop monthly work plans	Work plans prepared end of each month	Work plans prepared end of each month	Work plans prepared end of each month	Work plans prepared end of each month
	Report quarterly progress (UNDP format)		6 April - 1 Quarter 2007 report submitted to UNDP	6 July - 2 Quarter 2007 report submitted to UNDP	5 October - 3 Quarter 2007 report submitted to UNDP
	Report annually progress (UNDP format)				Start work on annual progress report by 15 Dec
	Report annually progress (PIR)	30 March - Project Inception Report submitted to UNDP/GEF			
	Undertake project midterm evaluation	No benchmarks			

	Hold annual Advisory Board Meeting	1st AB meeting at the Inception Workshop - 21 Feb			
	Hold bi-annual Steering Committee meeting	19 February, 2007 / MRDPW			30 October 2007 / MRDPW
	Hold Project Inception Workshop	21 February, 2007, Sofia			

OUTPUT 3. Regional development plan and one municipal-level spatial development plan are revised to integrate global environmental objectives in a pilot region or group of municipalities

Output 3.1 RDP Up-date

Act. 1 (ToR) for pilot testing the project	No benchmarks				
Act. 2 Selecting the sub-contractor for up-dating the R D Plan	No benchmarks				
Act. 3 Review of RDP	No benchmarks				

Output 3.2. Master plan

Act. 1(ToR) for pilot testing the project	No benchmarks				
Act. 2 Selecting the sub-contractor for the MP	No benchmarks				
Act. 3 Review of the MP	No benchmarks				

ANNEX 6: REVISED PROJECT TIMEFRAME

Note: X = originally planned time period for the activity

	2006	2007				2008				2009				2010			
	O-D	J-M	A-J	J-S	O-D	J-M	A-J	J-S	O-D	J-M	A-J	J-S	O-D	J-M	A-J	J-S	O-D
OUTCOME 1																	
Output 1.1. Training Programme																	
Act. 1 Identifying Int. Accredited Inst. (IAI)																	
Act. 2 Identifying BG Accredited Inst. (AI)		X															
Act. 3 Design a pilot course																	
Act. 4 Select pilot cohort of trainees – indicators																	
Act. 5 Pilot training course for selected MRDPW and MOEW employees																	
Act. 6 Design of a Staff Training Programme together with BG AI																	
Output 1.2 Staff trained																	
Act. 1 Pilot delivery of adapted TP																	
Act. 2 TP modifications based on the feedback																	
Act. 3 Accreditation of the Training Program																	
Act. 4 Train remaining staff of MRDPW & SEA																	
Act. 5 Promotion of the TP to stakeholders																	

Output 1.3 Indicators and GIS																		
Act. 1 Identification of set of indicators																		
Act. 2 Survey of data sources																		
Act. 3 Negotiations on data delivery																		
Act. 4 Indicators integration with GIS																		
Act. 5 Guidelines on indicators use																		
Act. 6 Testing of indicators via pilot Regional Plan																		
Output 1.4 Website																		
Act. 1 Website/portal structure and design agreement																		
Act. 2 Protocol development on indicator system access via Internet																		
Act. 3 Website/portal production																		
Act. 4 Promotion, management and update, including encouraging municipalities to submit good practices.																		
Output 1.5 Knowledge materials																		
Act. 1 Good practices materials																		
Act. 2 Adapting GRDP materials																		
Act. 3 Set of legislative requirements																		

Act. 4 Good Financial Management Practices Compendium				X														
OUTCOME 2																		
Output 2.1 Improvements at MRDPW and MOEW																		
Act. 1 Key decision makers from MRDPW will be introduced to the “ESTM Office”																		
Act. 2 MRDPW will make adjustments to the staff hiring procedure, job descriptions, and staff evaluation				X	X													
Act. 3 Methodologies (for EAI and SEAs) will be adopted by MOEW																		
Output 2.2.1 Stakeholder capacity: materials																		
Act. 1 Monitoring, management, evaluation																		
Act. 2 Lessons learnt publications																		
Act. 3 Round tables with donors to share lessons																		
Act. 4 Institutional changes in the MA of the other OPs																		
Act. 5 Final conference and media publications																		
Output 2.2.2 Stakeholder capacity - PMU																		
Act. 1 Hiring Project manager and assistant																		
Act. 2 Equipping the office in MRDPW																		
Act. 3 PMU functioning																		
OUTCOME 3																		

Output 3.1 RDP Up-date																	
Act. 1 (ToR) for pilot testing the project																	
Act. 2 Selecting the sub-contractor for updating the R D Plan																	
Act. 3 Review of RDP																	
Output 3.2. Master plan																	
Act. 1 (ToR) for pilot testing the project																	
Act. 2 Selecting the sub-contractor for the MP																	
Act. 3 Review of the MP																	

Annex 7 Revised Project Budget

Project ID: ATLAS Project 00051783 / Award ID: 00044167										
Project Title: Integrating Global Environmental Issues into Bulgaria's Regional Development Process										
GEF Outcome/Atlas Activity	Responsible Party (Implem. Agent)	Source of Funds	Atlas Budgetary Account Code	ERP/ATLAS Budget Description/Input	Amount (USD) 2006	Amount (USD) 2007	Amount (USD) 2008	Amount (USD) 2009	Amount (USD) 2010	Total (USD)
OUTCOME 1: The methodologies, skills, knowledge, and information management system for mainstreaming global environmental considerations into the formulation, implementation and evaluation of regional development and spatial planning policies are in place	MRDPW									
		62000 GEF Trust Fund	71300	Local Consultants	0	17470	12200	15100	8500	53270
		62000 GEF Trust Fund	72100	Contractual Services Companies	0	40500	55156	16246	2790	114692
		62000 GEF Trust Fund	72200	Equipment and Furniture	0	0	20000	0	0	20000
		62000 GEF Trust Fund	71200	International Consultants	0	0	0	0	0	0
		62000 GEF Trust Fund	71600	Travel	0	26300	5000	5000	0	36300
		62000 GEF Trust Fund	74500	Miscellaneous expenses	0	11140	12200	8398	0	31738
				sub-total	0	95410	104556	44744	11290	256000
OUTCOME 2: Institutional changes that support mainstreaming of global environment into regional development and spatial planning are in place	MRDPW	62000 GEF Trust Fund	71400	Contractual Services-Individuals	1972	22625	22625	22625	20653	90500
		62000 GEF Trust Fund	71300	Local Consultants	0	0	5000	0	400	5400
		62000 GEF Trust Fund	72100	Contractual Services Companies	0	17000	6445	4000	25000	52445
		62000 GEF Trust Fund	72200	Equipment and Furniture	6000	3000	0	0	0	9000
		62000 GEF Trust Fund	71600	Travel	0	1150	1150	1150	1150	4600

		62000 GEF Trust Fund	74500	Miscellaneous expenses	0	5800	1800	1800	8655	18055
				sub-total	7972	49575	37020	29575	55858	180000
<p align="center">OUTCOME 3:</p> <p align="center">Regional development plan and one municipal-level spatial development plan are revised to integrate global environmental objectives in a pilot region or group of municipalities.</p>		62000 GEF Trust Fund	71300	Local Consultants	0	0	0	2000	0	2000
		62000 GEF Trust Fund	72100	Contractual Services Companies	0	0	0	18000	43000	61000
	MRDPW			sub-total	0	0	0	20000	43000	63000
					PROJECT TOTAL	7972	144985	141576	94319	110148