

BUSINESS PLAN / WORK PLAN (2020 - 2023)

Name of Regional Centre: Basel Convention Regional Centre Slovakia

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This business/work plan covers the period from 01/01/2020 to 31/12/2023

Executive Summary

Most important part of your Business Plan. Clear, concise and compelling condensation of your future work.

BCRC Slovakia considers its Business Plan for the 2020 – 2023 as the basic document which could help all relevant stakeholders, including donors, in an improved orientation to knowing the situation and needs in hazardous waste management in the region of the Central and Eastern Europe or in countries with economies in transition (CET). The BCRC Slovakia itself, in addition to the core functions given by the COP 6 Decision, has three main targets of its orientation:

- A. Direct assistance to the CEE region. The centre will continue its assistance to all served countries as it was in previous four years. As there are new vision and problems we would like to focus in relation to served countries in general on:
 - i. Environmentally sound management of selected waste streams in assistance with the relevant legislation preparation and enforcement
 - ii. To support the synergy and cooperation between waste and chemicals management
 - iii. Control system for transboundary movement of hazardous waste and chemicals
- B. The high importance will be given to the close cooperation with BRS secretariat, other regional centres for Basel and Stockholm Convention and familiar multilateral environmental conventions under UN Environment.
- C. The BCRC Slovakia will continue in its active participation in different partnership programmes and contact groups with the aim to be direct channel between the region and the convention.

1. Introduction and Background

(What problem(s)/challenges relating to the implementation of the Convention(s) will be addressed under this plan? *Examples are given in the explanatory note located at the end of this template.*)

BCRC Slovakia cooperates with its respective region since 1997. The situation in hazardous waste management is totally changed from that time. The same applies to the BCRC role. The centre fulfils all core functions requested by the COP Decision and provides support in short term and long-term regional activities ad hoc activities. As national priorities of the served countries has changed, the BCRC reflects the new situation. All countries from the region are Parties to the Basel Convention. A half of the region became EU members since 2004 what has an influence upon the regional activities. EU member states are no more eligible for the financial support, but their experts assist to the BCRC as consultants in projects or speakers during regional workshops. Served countries, which are still in a position of “accession” or “pre-accession” to the EU, request from the BCRC assistance

related to harmonisation of the national legislation with the EU legislative framework. Such request is constantly reflected in our activities.

During the last four years (2016-2019) the Centre has actively supported served countries with implementation of the Basel Convention but also with Stockholm and Minamata Conventions via projects and regional workshops/trainings. Most of the regional activities were financed by the UNEP/ European commission and the Slovak Aid programme. BCRC is an active member of many partnership programmes and working groups under umbrella of the Basel Convention. It gives to the centre a good opportunity to give immediate information to the region and to be involved in project activities. Many of our projects were directly connected to testing of the manuals, guidance or fact sheets. We have tested in close cooperation with selected countries two chosen EWG products (fact sheet on e-waste and general manual for policy in the pilot project of the Expert working group on the environmentally sound management under Basel Convention). The BCRC has prepared project proposals for testing a manual on waste prevention and a fact sheet on end-of-life vehicles.

Countries with economies in transition, served by BCRC Slovakia, often often report to our staff insufficiency or lack of professional, institutional and financial capacities to implement all Basel Convention provisions. It is visible in addressing the environmentally sound management issues and also being constantly reflected in national requests regarding the need on strengthening of the transboundary movement of hazardous waste and other waste. During the past four-year period, the BCRC Slovakia provided assistance to served countries on daily a basis and as well as a long-term assistance.

2. Goals and Objectives:

Goal/s

(What solutions you are offering to address the problems/challenges described above?
Examples are given in the explanatory note located at the end of this template.)

The activities expected to be performed during the next 4-year period are planned at both national and regional levels. It depends on national priorities of the served countries but also on the donor interests and open calls for project proposals. If the previous period was focused mainly on e-waste management (which is still in place and requested), currently we have to focus and prioritize the plastic waste management and household waste, waste prevention and minimization in general and circular economies. The BCRC with its experts will offer to solve the problems mentioned above.

The BCRC is ready to provide assistance via different ways. The BCRC provide technical and professional support in ad hoc daily basis. Another option is organization of a topic-driven meeting or training at regional level with regional attendance or national workshop which give good opportunity for more national relevant stakeholders from different areas. We offer long term projects as a good opportunity in preparation of the strategic programmes and action plans and in preparation, implementation and enforcement of the national legislative framework in hazardous waste management. We have provided our assistance also via organizing of study visits and we would like to continue such practice in upcoming period as well. In addition, countries asked for an expert's mission in their countries.

If we have to summarize the goal in concrete specific targets the Centre has intension to see within region:

- Strengthening in activities related to completing the duties for the national reporting

- Environmentally sound management in requested waste streams
- Strengthening of the control system for the transboundary movement of hazardous waste and chemicals
- Strengthening of the cooperation and coordination among all three MEAs in synergy with the Minamata Convention provisions
- Strengthening of the enforcement capacities to foster effective implementation of the provisions stipulated in relevant MEAs, specifically related to environmentally sound management of hazardous wastes and other wastes and including improvement of the waste management data gathering
- Know-how and continuous testing and piloting of the guidelines, factsheets and draft manuals by the served countries, with the goal on providing recommendations for improvement / modifications
- Improving regional communication and experience exchange, particularly using the EU countries expertise and their applicability to non-EU member countries of the CEE region, particularly using the EU tool - TAIEX

Objectives

(What specific components constitute the solution? Such components should be Specific, Measurable, Achievable, Realistic and Time-bound. *Examples are given in the explanatory note located at the end of this template.*)

The main objectives of the proposed Business Plan are:

- To assist CET countries to implement the Basel Convention principles and provisions into national legislation and its enforcement
- To monitor and support the countries in implementing the technical guidelines / manuals developed by BRS and working groups
- To build capacities of the served countries in the fields related to MEAs implementation, including Minamata
- To ensure the regional information exchange to support the effective implementation of the hazardous waste and chemicals Conventions
- To support activities leading to fulfil Basel convention COP adopted decisions
- To support activities leading to the synergy and cooperation process

3: Constraints and Resources:

(What constraints or restrictions or hindrances have been foreseen that must be overcome with what resources in order to reach the objectives?)

Constraints:

(Examples are given in the explanatory note located at the end of this template)

There are various constrains that we experience throughout our activities. Some of them could be consider as minor other are time consuming. Usually we are successful in its overcoming. Based on our experiences we know that we should allocate enough time for the signature and approval of various documents by the national and regional decision makers.

Political and related institutional changes are beyond of our scope of influence. The most of our partners are strong enough to deal with such a kind of problems and we have never had any delay because of this.

The Procurement process in the Slovak republic is very strict and time consuming. We are obliged to go through it, but finally it ensures us that we have decided for the most efficient way in the selection process. The detailed information about the selection process and the legislative framework of the procurement procedure was submitted to the BRS Secretariat in 2018.

The BCRC budget does not unfortunately allow to its staff to attend all relevant meetings and to answer positively to the invitation letters.

Resources:

(Examples are given in the explanatory note located at the end of this template)

Core expertise of the Centre:

The centre and its core staff could offer a professional staff with relevant experiences in cooperation not only with the Central and Eastern European region but also at global level. The coordination of the activities related to the waste management from legislation establishment to the practical management and the transboundary movement of the hazardous waste has more than 20 years experiences. The BCRC Slovakia offers:

- Professional staff in the BCRC and its professional approach for the work
- Great support from hosting institution (Slovak Environment Agency)
- Good cooperation with experts from outside
- Technical equipment of the centre at the requested level
- Good cooperation and personal relation with the served countries

4: Activities and Strategies

(List the individual project activities including beneficiaries, budget, funding sources, partners and time frame. *Examples are given in the explanatory note located at the end of this template*)

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Activities:

Name of the Project/activity	Convention			Beneficiary Party (ies)	Estimated budget (US\$)	Funding source(s)	Time frame (Year)
	BC	SC	RC				
Waste collection and inventory for national reporting; National inventories on chemicals and wastes under the Basel and Stockholm Conventions	x	x		North Macedonia, Alb., Geo,			
IS/database for reporting on waste expert/transit/import	x			BY, BiH, Alb.			
Waste prevention and minimization action plan	x			BY, Alb.			
Preparation of ESM strategies/guideline from prevention to final disposal of plastic wastes and awareness raising of plastic wastes obligations under the Basel Convention in synergy with other Conventions	x	x		BY, MD, Serbia, BiH, Alb., North Macedonia, Geo,	35 000/per country		2020 - 2023

Name of the Project/activity	Convention			Beneficiary Party (ies)	Estimated budget (US\$)	Funding source(s)	Time frame (Year)
	BC	SC	RC				
ESM capacity building in household waste management (BY-production of the RDF from household waste and its usage in cement kilns)	x	x		BY, MD, BiH, Alb., Geo,	100 000/per country		2021-2023
Strategy for the environmentally sound management of the health care waste and action plan	x			BY	100 000		2020
Strategy and the capacity building for the biowaste management	x			BY, Alb., Geo,	100 000/per country		2021-2022
Strategy for the e-waste management and EPR implementation	x			BY	100 000		2020
Establishment of the system for the ESM of (end –of- life vehicles, WEEE, B&A, packaging, tyres)	x			MD, BiH, Alb, Geo	100 000/per country		2020 - 2023
Pilot project on testing PACE guidelines on repair and refurbishment and recovery and recycling	x			MD, Alb., N.Mac., Geo	20 000 per country		2020 - 2021
EWG – testing selected manuals and factsheets	x			MD	20 000		2020-2023
Assessment based on national feedback from served countries using the practical manual to ensure that TBM meet ESM requirements	x	x		Serbia	30 000		2021 - 2022
Pilot project with the aim to test the technical guidelines on TBM of WEEE, in particular regarding the distinction between waste and non-waste under BC	x			N.Mac., Alb., Geo	80 000/per country		2023
Improvement of the legislation on insurance and guarantee for the transboundary movement of hazardous waste	x			Alb.	80 000		2021-2023
Strengthening capacity to monitor and control transboundary movements of hazardous chemicals and wastes and to enhance the implementation and enforcement of the Basel, Rotterdam and Stockholm conventions	x	x	x	Alb, BY, Geo	100 000/per country		2021-2023
Development of the roadmap for the sound management of newly listed/recommended for listing hazardous chemicals and related wastes under the Basel, Rotterdam and Stockholm conventions, with a focus on chemicals which are priorities in the pilot country	x	x	x	MD, Alb.	50 000/per country		2021 - 2022
Enhancing the data collection and information exchange for the implementation of the Basel, Rotterdam and Stockholm conventions	x	x	x	MD, Alb, BY, Geo	150 000/per country		2020-2023

Name of the Project/activity	Convention			Beneficiary Party (ies)	Estimated budget (US\$)	Funding source(s)	Time frame (Year)
	BC	SC	RC				
as well as the early implementation of the Minamata Convention on Mercury							
Develop a national strategy (roadmap) for the effective implementation of the Basel, Rotterdam and Stockholm conventions	x	x	x	BY, Alb	100 000		2022-2023
Gender impact assessment study	x	x	x				
Promote the consideration of gender issues in hazardous chemicals and waste management at the national and regional levels	x	x	x	MD, N.Mac., Geo	20 000		2021
Awareness raising in rural area in order to manage the bio waste, pilot project on agro tourism areas, composting plant investment				Alb., BY, Geo	50 000/per country		2022-2023
Strengthening the promotion of e-waste/used batteries collection				Alb.,Geo	50 000		2020

Strategies:

Strategies	What will be done	By when (timeline)
Endorsement/involvement/need identification of the beneficiaries (list applicable activities/projects or entire plan)	<p>What will be done to involve/ get endorsement from the beneficiaries?</p> <p>BCRC Slovakia actively cooperates with served countries in Business Plan activities preparation. BCRC identifies general themes. All served countries have possibility to introduce also their national needs and hotspots. All background proposals are summarized and send to all served counties to express the national interest to be involved in which activity. For that reason our business plan contents national, sub-regional and regional activities based on expressed interest.</p>	
Identification of potential donors/funds/agencies	<p>What will be done to identify the potential funding sources?</p> <p>The BCRC is actively looking for adequate call for project proposals. The potential target group of donors are identified based on many years' experiences. Usually there are different for long term project and short term trainings or workshops. The special interest of donor for the waste stream or region play very important role and should be taken into account.</p>	
Preparation of grant proposals	<p>(List the area in which project proposals will be prepared and submitted)</p> <p>As it is already expressed in para 4 of this document the expected area are as follows:</p>	

	<ul style="list-style-type: none"> - Environmentally sound management of the hazardous waste - Problems related to the transboundary movement of the hazardous waste - Improvement of waste management data collection for fulfilment of national reporting obligations 	
Any other activities...	<ul style="list-style-type: none"> - Improvement of the constant communication and sharing of the data / experiences based on existing email lists 	

5. Evaluation Plan

Describe in brief your evaluation plan, how frequently you intend to evaluate and update it.
(Examples are given in the explanatory note located at the end of this template)

The business plan is updated based on request and needs form served countries. The relevant COP decisions play a very important role while the Business plan is updated.

Explanatory note for Preparing Business Plan/work plan by the Basel and Stockholm Convention Regional Centres

(NO need to attach this page to your business plan/ workplan)

The Business Plan/Work Plan

The Centre's business/work plan for delivering technical assistance and technology transfer under the Basel and Stockholm Convention should contain the following elements:

1. Introduction and Background (The challenges, opportunities);
2. Goals and Objectives (The Outputs);
3. Constraints and Resources (The Inputs);
4. Strategy and activities (from Inputs to Outputs);
5. Evaluation Plan
6. Appendices (Budget, commitment by partners, i.e. industry, Schedule and others).

Each of these elements of the work plan is interlinked

- The background identifies the challenge/opportunities(s); then
- The goal defines solution(s); then
- The objectives (outputs) refine the goals, specific and verifiable; then
- The resources and constraints indicate what can and cannot be used to reach the objectives; and then
- The strategy, along with specific or precise activities, indicates how the inputs will be converted to outputs.

1. The Introduction and Background

Introduce your business/work plan limiting relevant only to the period covered by the plan. Mention briefly what issues relating to the implementation of the Convention(s) will be addressed by your centre based on the needs identified in the national implementation plans or on the needs identified by your own assessment with the Parties served by the regional centre. For example,

- *How the countries served by the regional centre are using and implementing the Technical Guidelines of the Basel Convention on several waste streams;*
- *There is no POPs monitoring capacity in the region, or*
- *There is no enforcement capacity among the Parties for the implementation of the Convention, or*
- *There is no technology available for the environmentally sound disposal of POPs contaminated wastes in the region, etc.*

2. Goals and Objectives:

Define the goals for your business/work plan as solutions to the problems raised in the *Introduction and Background* section. For example, *setting up the monitoring capacity for POPs in the region* could be the goal for your centre.

However goals are normally quite broad, hence they are further defined by the objectives that explain how these goals are going to be met. For example, to meet the goal of setting up the monitoring capacity in the region, objectives could include:

- *Assessment of good practices of industrial facilities dealing with e-wastes;*
- *To strengthen existing laboratories/set up new laboratories for monitoring POPs in "x" media in "y" number of Parties within "z" years;*
- *To establish environmental standards for POPs in different media for "x" number of Parties in the region by "y" years;*
- *To establish a network for inter laboratory collaboration in the region by "z" years, etc.*

Objectives therefore should be Specific, Measurable, Achievable, Realistic and Time-Bound (SMART).

3: Constraints and Resources:

The Constraints would mean any restrictions or hindrances that must be overcome in order to reach the objectives. For example,

- *The lack of awareness on the need for a monitoring programme;*
- *The lack of commitment from the environmental authorities, etc.*

Include also a short description of how you plan to overcome these constraints and risks.

Resources would mean the inputs that will contribute to achieve the selected objectives. Where relevant, list the core expertise of the centre. For example: *The professional staff and other personnel, partners (organizations and individuals), consultants, equipment, other inventory of your centre that can be mobilized (inputs) in reaching the identified objectives (outputs), for example, to strengthen existing laboratories/setting up new laboratories for POPs monitoring in selected media in "x" Parties in the region within "y" years.* Financial resources could be appended to the business/work plan as supporting documents when they are referred to in the plan.

Please classify your resources (expertise) into the following categories:

- Area where the centre has advantage over others in assisting Parties;
- Area where the centre has adequate skills and knowledge in assisting Parties;
- Area where the centre is developing its expertise and is not yet ready in assisting Parties;
- Professional staff;
- Equipment and;
- Other important resources.

4: Activities and Strategy

Activities/projects are dependent on the outcome of the strategy. Activities identify how the inputs are to be converted to outputs. For example:

- *Equipping the laboratories for POPs analysis;*
- *Preparing standard operating procedure for sampling and analysis;*
- *Training the analysts;*
- *Establishing quality assurance/ quality control methods;*
- *Arrangements for accreditation of the laboratories, etc.*

Each activity listed in this section should be related to one of the outputs (objectives, goals), and it should be clear how the described activity will contribute to reaching its respective objective.

The Strategy should indicate how you intend to convert your resources, overcome the constraints, using those identified inputs (resources) to reach the objectives or attain the outputs specified earlier. For example,

- *How you intend to get the endorsement or acceptance of your proposals from the beneficiary countries and how you intend to involve them in the entire project cycle, e.g. endorsement by steering committee, support from focal points, etc.*
- *How do you identify potential donors/funds that may be interested in supporting your work, for example, enhancing laboratory capacity in the selected countries;*
- *How many donors, funds you are going to contact, write proposals for example on enhancing laboratory capacity in the selected countries and do the follow ups;*

5: Evaluation Plan

An evaluation plan provides you with a self evaluation and information needed to make decisions. Data gathering and assessment, for your use. You might need to update your business/work plan any time during the plan period prompted by the changes in the circumstances. For example, you did not receive the funding that you had hoped for similarly you might be offered support to carry out an activities which was not in your plan. This evaluation plan will be very useful to guide you in relation to the operation of the regional centre.

Executive Summary

Write your Executive Summary last, it reflects the results of all your planning and should be crafted only after mindful consideration of all other aspects of your work for 2016-2019.

The Parties in your region and globally must know that your basic concepts make sense, that your work has been thoroughly consulted and planned, you assume the responsibility to carry it on, a clear commitment for the implementation on one, two or all three conventions exist, it incorporates the significant expertise and advantages of your centre and your financial projection are sound and realistic.