

UNEP/GEF Project - Russian Federation: Support to the National Programme of Action
for the Protection of the Arctic Marine Environment

1st Supervisory Council Meeting in a form of conference call between SC members

December 16, 2005, 16:00, Moscow Time.

REPORT
of the first Project Supervisory Council meeting

Prepared

by Project Office

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REPORT

Introduction

The 1st meeting of the Supervisory Council for the UNEP/GEF Project “Russian Federation - Support to the National Plan of Action for the Protection of the Arctic Marine Environment” took place on December 16, 2005 in a form of a conference call between SC members.

The conference call has been organised by the Project Office from Moscow and connected with the Project Supervisory Council members Minekonomrazvitiya of Russia in Moscow, UNEP (Nairobi), NEFCO (Helsinki) and ACOPS (Tim Turner was this time in Tbilisi, Georgia and was connected to his office there). Conference call started at 16.00 (Moscow time).

A list of the Project Supervisory Council Meeting participants is given in Annex I.

1. Opening of the meeting and adoption of the Agenda (SC 1/1)

The meeting was chaired by Mr. Boris Morgunov (Executive Agency). Mr. Morgunov welcomed participants and proposed to adopt the Agenda of the Project Supervisory Council meeting prepared by the Project Office in consultation with both Implementing and Executing Agencies. The meeting adopted the Agenda.

The agenda of the meetings is attached as Annex II to the report.

2. Agenda item 1. Discussion on the Draft Guidance Document for the Preparation of the Integrated Work Plan (SC 1/2)

The Draft Guidance Document has been prepared by the Project Office in close cooperation with ACOPS and has been circulated through the Project Supervisory Council and Project Steering Committee members together with all other documents prepared by the Project Office to the Project Supervisory Council meeting.

All comments received have been summarized by the Project Office, new wording has been proposed on a basis of comments received. This document was distributed among all Project Supervisory Council members.

The discussion was focused mainly on the role of the Partner Agencies shown in the Guidance Document and in Annex 1 “Draft Outline of Terms of Reference for a Task Team for formulation of a Strategic Action Programme (SAP)”.

ACOPS and NEFCO indicated that their roles were not clearly shown in the Document and they would like to see them in more details. In particular they pointed out to the uncertainty with the number and type of working groups, which would be created with

the participants of ACOPS and NEFCO in addition to the groups mentioned in the Project Document. UNEP also emphasized importance of Partner Agency involvement.

The Project Office suggested to leave detailing of a number of the additional WG and their ToRs to the Task Team and Working Group Coordinators who would be nominated very soon.

The Executive Agency came up with the proposal that the wording used be sufficient for the purposes of the Guidance Document. The IWP for 1st Phase should be prepared to the end of January in accordance with the three-month Integrated Work Plan (3MIWP). This will allow to include all planned activities in 3MIWP.

The Implementing Agency suggested to include in the IWP for the 1st Phase proposals from all parties including funds allocations from all sources. Partner Agency activities should be integrated in the Project activities.

Summarising the discussion on the Annex 1 to the Guidance Document (Draft Outline of Terms of Reference for a Task Team for formulation of a Strategic Action Programme) the Chairman proposed to accept the wording, bearing in mind the detailed elaboration of the number and activities of additional working groups suggested by the Partner Agencies and funded by donors. It was agreed also that the Partner Agency role is prescribed in the Annex X to the Project Documents and should be in line with this Document and this role should be further detailed in the IWP.

The Chairman asked also all the participants to express their attitude to the Summary of Comments document prepared by the Project Office.

It was proposed to eliminate the discussion on the trans-boundary issues and to follow the Project Steering Committee recommendations to use available in Russia and other countries and organizations a variety of materials on this item. It was agreed to leave these issues for Task Team meeting consideration.

It was agreed that the final draft document with all amendments will be prepared by the Project Office to the Monday, 19th of December and distributed among the SC members and all comments should be made to the Wednesday 21st of December to let the Project Office to finalise all the documents till next Friday before the Christmas holidays get started.

The content of the Guidance Document was agreed in general following a lengthy discussion and all comments to the document have been incorporated in the final document and presented as the Annex III.

3. Agenda item 2. Information on Implementation of 3MIWP (STC1/3)

Main topics of discussion can be summarized as follows:

ACOPS raised its concerns on the capability of the Project Supervisory Council to discuss the 3MIWP as the IWP should be approved by the Project Steering Committee.

Executing Agency has not agreed with the ACOPS position and considered that finalisation of 3MIWP is very important because this document is the basis for Project 1st phase IWP. It is not possible to go further without agreed 3MIWP.

The Implementing Agency emphasized the importance of the 3MIWP and participation of all the stakeholders. It is important to allocate donors funds in the 3MIWP. Partner Agencies promised to send their proposals to 3MIWP. ACOPS informed that proposals for Canadian funds had been sent for approval and ACOPS would forward them also to the Project Office. Further details of the 3MIWP would be prepared during Tim Turner's visit to Moscow on Wednesday, 21st of December, 2005.

Executing Agency proposed to make decision on amendments to 3MIWP suggested by the Executing Agency and sent to the Steering Committee members on November 23, 2005, a week after the Project Steering Committee meeting. Only minor comments on the document have been received till now from Canada and Iceland. It was proposed to accept suggested wording for amendments.

It was proposed and meeting agreed on the following:

The Supervisory Council approved the format of 3MIWP with EA amendments. ACOPS will submit data on donors funding for next 3 months period not later than Saturday 17th of December 2005 and further discussion aimed at finalisation of 3MIWP will be held in the Project Office in Moscow on Wednesday, 21st of December, 2005.

The final draft of the 3MIWP is presented below as Annex IV.

4. Agenda item 3. DRAFT Monitoring and Evaluation Plan (prepared by IA).

The draft Monitoring and Evaluation Plan was distributed among Project Supervisory Council members only before the conference call and meeting member had not enough time to read it thoroughly. Meeting has decided to consider this document at the next Project Supervisory Council meeting. UNEP and Project office should finalise this document.

Meeting has decided to consider the Monitoring and Evaluation Plan at next Project Supervisory Council meeting. UNEP and Project office should finalise this document.

5. Agenda item 4. Progress Report (SC 1/4)

The Progress Report has been prepared by the Project Office for the period from 18th of July 2005 till December 12 and has been agreed with the Executing Agency. The only Executing Agency comments have been received to this document.

The Chairman raised the question on a need to circulate the progress report together with all technical Annexes prescribed in the Project Document to all members of the Project Supervisory Council and Steering Committee. UNEP noted that consideration of the progress reports is a part of SC members' duties as it is defined in ToR for the Project Supervisory Council. This is additional indication that all Project transactions are transparent for all members of the Project supervision bodies.

The meeting approved the first half-yearly Progress Report submitted by the Project Office. Some technical amendments can be made by the Project Office in consultation with Implementing and Executing Agencies.

The adopted Progress Report is reproduced in Annex V.

6. Agenda item 5. Any Other Business.

The UNEP raised some questions regarding filling some of Progress Report forms in and provided some explanation on the way of filling in the forms.

Closure

In his closing statement, the meeting Chairman Mr. Morgunov expressed his thanks to all members of the Project Supervisory Council meeting for their active and fruitful input.

The meeting was closed by the Chairman at 18:30 hours on 16th of December 2005.

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UNEP/GEF Project - Russian Federation: Support to the National Programme of Action
for the Protection of the Arctic Marine Environment

1st Meeting of Supervisory Council

December 16, 2005

Conference call between SC members

SC 1/1

Provisional Agenda

Prepared: by Project Office

Friday, December 16, 2005, 16.00-17.30

Meeting of the Supervisory Council

(in a form of conference call)

- 16.00. Adoption of Agenda
- 16.05. Discussion on the draft Guidance Document for the Preparation of the Integrated Work Plan (prepared by PO in coordination with ACOPS)
- 16.30 Information on three-month IWP implementation
- 16.40 Monitoring and Evaluation of Work Plans (prepared by UNEP)
- 16.50 Progress Report (prepared by PO)
- 17.10 Any Other Business

UNEP/GEF Project - Russian Federation: Support to the National Programme of Action
for the Protection of the Arctic Marine Environment

1st Supervisory Council Meeting (Conference-call)

December 16, 2005

SC 1/2

Guidance Document for the Preparation of the Integrated Work Plan

Prepared: by Project Office in consultation and with participation of Partner Agencies

Status : Primary comments received by Implementing, Executing and Partner Agencies agreed during conference call of the Project Supervisory Meeting members are included

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1. Introduction

During the Project Steering Committee Meeting 14-16 Nov 05 donors as well as the Implementing Agency raised their concern regarding the project start-up problems and delays including:

- lack of the agreed Integrated Work Plan (IWP) for Phase I of the Project with clearly defined inputs of all participants, including Partner Agencies, the Project components interactions and verifiable and measurable deliverables; and
- the donor and Russian funds issues,

It was also understood that the above problems are interlinked and the Project is suffering with lacking of verifiable performance (monitoring and evaluation) indicators.

It was agreed by the Steering Committee that a Guidance Document for the Preparation of IWP should be jointly prepared by the Project Office and Partner Agencies. Draft IWP for December 2005 – February 2006 should be finalized via email communications as soon as possible. Both Guidance Document and draft three-months IWP shall be submitted to the Project Supervisory Council in December. Based on decisions of the Project Supervisory Council draft IWP for Phase I of the Project should be developed by the Project Office, SAP Task Team, PINS and DEMOS Working Groups with participation of Partner Agencies and circulated to the Steering Committee members in early March 2006 for consideration.

The structure and contents of the Guidance Document have been discussed, put together and generally agreed in the meeting in the Project Office on December 2, 2005 between: I. Senchenya, Project Manager; S. Tambiev, Deputy Project Manager; A. Pichugin, ACOPS consultant, and B. Melnikov, Project advisor for Ministry of Economic Development and Trade of the Russian Federation.

2. What is the Integrated Work Plan (IWP)

The IWP is a guiding document which specifies on the step-by-step basis all Project components activities and funds from all sources needed for these activities and is mandatory for implementation by all involved parties.

The key issues for IWP preparation are:

- all activities are implemented to achieve the set Project goal and objective
- all important activities of the project are implemented by responsible parties on the basis of partnership and cooperation;
- clearly defined and agreed linkages between inputs by responsible parties, their activities and deliverables, including possible funding and timetable;
- clearly defined and agreed linkages between project components.

The IWP is the main coordination tool of the Project. It will be also extremely helpful for the monitoring and evaluation of the Project implementation. The IWP is a living document, which requires regular consultations, review and update by responsible parties. In order to be able to work together towards a common objective, there is a clear need for a common understanding among those involved in the Project implementation.

3. Purpose of the Integrated Work Plan

The purpose of the IWP is:

- to consolidate GEF, Russian Federation and donors funds to achieve goals of the Project in the most effective way;
- to take full advantage of the stakeholder consultation and participation;
- to build good working relationships between the Project Office, Task Teams, Working Groups and Partner Agencies for the effective Project implementation;
- to take full advantage of the Partner Agencies/Donors knowledge and experience, both technical and managerial, to the benefit of the project;
- to ensure the Project should avoid being divided into multiple sub-projects without coordination;
- to share expertise and resources where appropriate to ensure flexibility and efficiency;
- to share knowledge in experience, in troubleshooting, problem solving, risk assessment and management and quality assurance;
- to facilitate an effective project coordination and monitoring.

4. IWP Structure and Content

In the context of the Project the IWP is an output based on joint implementation programme best presented in the form of a bar-chart diagram (e.g. Gantt chart) with clearly defined and agreed deliverables against target dates and budget allocated. The IWP should specify also activities of every participant and funds needed for these activities.

Main goal of the IWP for the first phase of the Project is to develop the Strategic Action Programme and to undertake other actions included the Project Document and based on the integrated approach for reducing environmental damages.

The main focus of the SAP will be on pollution sources, prevention and elimination of pollution. It is a tool for reaching a collective agreement concerning environmental trends, threats and priorities in Russian Arctic. It provides a framework for continued cooperation in reaching short-, medium- and long-term goals through a series of complementary actions at all levels. The SAP document will be implemented through a continuous, consultative and cooperative process. The SAP should support and facilitate the primary goal of NPA-Arctic Project, which is the conservation of the environment of the Arctic region and prevention of pollution of Arctic marine environment. The Programme outlined in the SAP should focus on both preventative

and curative measures required to maintain the conditions for prevention of pollution of the Arctic seas.

The SAP process provides a framework mechanism and tools to enhance regional environmental management through a series of complementary policy, institutional strengthening and investment actions. The SAP will be supplemented with projects designed to address the identified issues.

The full spectrum of environmental impacts identified for the activities under the SAP can only be evaluated on a site-specific basis. Most importantly, to assess indirect and cumulative impacts of these activities, site-specific information is necessary.

Next Project component is associated with completion of a set of Pre-Investment Studies (PINS). Based on the results of the PDF-B hot spot analysis, NEFCO/AMAP Barents Sea hot spot analysis and studies fulfilled by the Russian scientific and research institutes and organisations, a number of pre-investment studies will be carried out, following clearly set and agreed criteria. The criteria for selection of sites for pre-investment studies should include but not limited the following:

- Impact on the environment
- Replicability
- Potential for leading to reinforce of legal system
- Financial requirements
- Use of innovative technologies
- Trans-boundary effect

Development and implementation of Environmental Protection System (EPS), embodying legislative, administrative, institutional and technical capacity improvements consistent with the SAP will be SAP follow-up. In order to ensure implementation of SAP legal, administrative, institutional and technical capacities should be improved.

Demonstration of 'priority' actions that is likely to be included and given priority in the SAP. The demonstration will be presented to the SAP implementation process. The following criteria can be applied when selecting the additional demonstration projects:

- Applicability of the innovative approaches
- Costs associated with the approaches
- Efficiency in addressing pollution
- Necessary institutional arrangements and capacity requirements

5. Process of IWP development

IWP is not a dogmatic framework, but a flexible, common-sense approach to the Project implementation. The preparation of the IWP is a cooperative process which requires close partnership between all key stakeholders involved (Project Office, Partner, Executing and Implementing Agencies). IWP should be based first of all on work plans for the Project components prepared by TT and WGs. Stakeholders involvement in the IWP development is a key for success of the whole Project. The following issues are of extreme importance for process of the IWP development:

- an ability to establish trusted technical competencies ;
- capitalization on synergy and complementarity potential between the GEF-funded, donor-funded and Russia funded activities;
- high level qualification of TT and WGs experts;
- recommendations of the Russian stakeholders coordinated by an interagency working group;
- information management and exchange;
- Partner Agencies participation in Task Teams and Working Groups activities;
- provision of clear guidance to TT and WG;

The IWP development process can include brainstorming sessions, consultations with stakeholders and other participants and wide information exchange.

SAP Task Team, PINS Working Group and three Working Groups for demonstration projects will be responsible for preparation of draft work plans for respective component of the Project during January – February 2006. Project Office in consultations with Partner Agencies, Executing Agency and Implementing Agency is responsible for consolidation of work plans on SAP, PINS and DEMOS into the IWP for the Phase I of the Project on the basis of the Guidance Document. Day-to-day management of the IWP development is also responsibility of the Project Office. Implementing and Executing Agencies will be guiding the process, mobilize support across the international and national interest groups. Partner Agencies support the IWP development in line with functions defined in Annex X to the Project Document. The Project Supervisory Council will regularly consider the progress of the IWP development. Draft IWP for Phase I of the Project should be prepared for circulation to the Project Steering Committee members by early March 2006. Additional meeting of the Project Steering Committee may be needed for agreeing and approving the IWP.

The soonest receiving information of donors' funds available for each component of the Project for Phase I (including funds for the three-month IWP) is the necessary

precondition of the IWP development. The same information should be also provided by the Russian Federation.

6. Ensuring Effective Implementation

Effective IWP development requires efforts in building consensus at every step. By involving stakeholders at all stages of implementation, we assure them that the outcome will be “owned” by the stakeholders and sustainable on the long-term scale. The IWP is a document that should be in the public domain available to all stakeholders and the end-users.

The IWP should be implemented using the GEF IW Best Practice and the best available independent expertise, sourced locally and internationally. Parties responsible for the IWP implementation must be fully accountable for their actions.

The IWP can be periodically updated to reflect progress in implementation and to identify new measures to address emerging issues or unanticipated events. Monitoring and evaluation indicators shall be used to assess the IWP implementation and to identify the opportunity to modify the chosen course of action to ensure the overall direction is appropriate and will enable the goals to be reached. This requires a clear vision of the desired outcome of the project.

Monitoring, reporting and evaluation of the IWP implementation must be in strict correspondence with the Project Document. It is expected that some additional details in this regard will be provided by UNEP.

7. Brief Guidance for ToRs for SAP development, PINS and DEMOS

Outlines for the ToRs for SAP TT and WG for PINS and DEMOS are given in Annexes 1-3 to this document.

8. Sources of Information, Guidance and Supporting Materials

The key sources of information, guidance and supporting materials should include, but not limited, to the following:

- GEF/UNEP guidance documents and information resources including web-sites of similar GEF projects (South-China Sea, Mediterranean SEA, Red Sea, etc.) and training tools (www.iwlearn.org);

- Information sources of international organizations and their regional programs UNDP, IUCN, Arctic Council (PAME, CAFF, AMAP, ACIA), UNESCO, NATO, WWF, Greenpeace, Wetlands International, EU (TACIS, North Dimension), Polar Institute (Norway), University of Dortmund (USA), Centre for Arctic Studies (Finland), etc.;
- Databases and information systems on the projects under implementation in Russia (Ecoproject, ISAR/ROLL, DAD, GEF project on biodiversity conservation, Federal Target Programs “World Ocean”, “Environment and Natural Resources”, etc.;
- Reports prepared on PDF-B stage of the Project;
- Materials officially presented by federal and regional authorities, and companies at the request of the Executing Agency and Project Office;
- Published materials of other projects and investigation results, papers, reviews, etc.;
- State reports for recent years issued by:
 - Ministry of Natural Resources and its regional offices – reports on state of environment and environmental protection,
 - Roshydromet - official reports on the state of marine waters,
 - Ministry of Health and Social Development - official reports on health in Russian regions,
 - Ministry of Emergency Situations and other federal and regional bodies of executive power;
 - Official statistic data on Arctic regions of the Russian Federation;
- Databases of Arctic and Antarctic Institute of Roshydromet on researches in Arctic region;
- Internet resources

Annex 1. Draft Outline of Terms of Reference for a Task Team for formulation of a Strategic Action Programme (SAP)

1. The Task Team (TT) is a working body under chairmanship of Executing Agency. The TT is created for a Strategic Action Programme formulation and development.

2. The Task Team comprises 13 Russian experts (representatives of federal organs (5), regional authorities (4), industry (3) and indigenous peoples (1)), 3 international experts and 1 representative of Executing Agency. A leading Russian expert will act as a TT Coordinator. The Task Team will also include official representatives from federal and regional authorities, Russian Academy of Sciences, RAIPON and from companies of different form of ownership.

3. In its work, the Task Team is to be consistent with the Project Document, decisions of the Project Steering Committee and Supervisory Council, approved work plans, the provisions of the Russian Federal Target-Oriented Programme FTOP "World Ocean", the GPA and with initiatives and agreements within the Arctic Council..

4. *The main objectives of the Task Team in the formulation and development of the SAP are:*

- to include in the SAP measures covering all matters relating to land-based activities within the Russian Federation within the scope of the NPA-Arctic that adversely affect or threaten the arctic marine environment;
- to define specific targeted and costed measures for addressing priority environment protection issues derived from land-based activities within the Russian Federation with regard to the current state and the projected scope of contamination in the Russian Arctic and,
- to give due considerations for proposals of federal and regional executive stakeholders of the Russian Federation, industrial companies, indigenous peoples' organisations of the North, international organisations and partners.

5. TT can decide on the creation of the additional Working Groups to assist in the formulation of the SAP. A number of Working Groups, their possible composition and objectives will be proposed by the TT in coordination with Project Manager. ToRs for these WGs are subject of approval by both Implementing and Executing Agencies. A contract for SAP elaboration will be concluded with the lead cooperating organisation which will win the tender. PO should report on the progress of the TT work to the Supervisory Council and eventually to the Steering Committee.

6. For the first meeting the following documents will have to be submitted: basic SAP concept; objectives; principles; content; outputs; work plan; timetable; role of TT

co-ordinator and members, as well as lead and participating organisations; procedure for the national and international review of the draft SAP; procedure for the adoption of the SAP; and basic ideas about the mechanism of the implementation; terms of reference for the TT; tender for selection of lead implementing organisation; criteria for the selection of co-operating implementing organisations; and decision on the establishment of working groups.

7. The second draft of the SAP will be reviewed by federal and regional departments and agencies. The fourth draft of the SAP will undergo international review. The fifth draft of the SAP will be submitted to relevant executive authorities for adoption in accordance with the established procedure of the Russian Federation. Taking into account timeframes reviews should be performed in a most practicable way.

8. TT is striving to work on a basis of consensus and decisions of the TT are formalized by the report of the meeting.

9. The TT will report on its progress to the Executive Agency and to the Project Office.

Annex 2. Draft Outline of Terms of Reference for a Working Group for Pre-investment Studies (PINS)

1. The WG is created to conduct of pre-investment studies, to determine the optimum set of investment projects dealing with environmental damage and threats in the Arctic stemming from activities within the Russian Federation..
2. The WG work will be based on the comparative technical assessments carried out in the PDF-B and extended these assessments into the social, economic and political domains as a means of obtaining a more holistic perspective on priorities.
- 3.. Main objectives in the preparation of pre-investment studies are:
 - to develop criteria for the selection of priority hot spots that will include criteria for taking into account environmental, social, economic and political factors as a means of gaining a perspective on priorities on the basis of a comprehensive approach;
 - to apply such criteria to the priority hot spots identified in the PDF-B report, NEFCO's list of environmental hot spots in the Russian part of the Barents Region, hot spots identified during the preparation for the NPA and proposed by the Russian federal and regional authorities in order to select hot spots of the highest priority, which are either regions of severe environmental damage threatening international waters or major sources of contaminants in Russia that have widespread adverse effects both on the Russian Federation and on international waters areas beyond Russian jurisdiction;
 - to conduct pre-investment studies for the selected 8 – 10 hot spots to determine the optimum set of investment projects to be designed to address environmental damage and threats in the Arctic stemming from activities within the Russian Federation; and
 - to present the products of pre-investment studies at a Partnership Conference in order to obtain additional international funding to resolve serious environmental compromises in the Arctic stemming from anthropogenic activities within the Russian Federation.
4. Sub-groups for each pre-investment study will be established.
5. The output of the WG activities will be an optimal set of investment projects which can be used to obtain additional international funding for environmental interventions to resolve serious environmental compromises stemming from anthropogenic activities within the Russian Federation and assist in the sustainable development of the Russian Arctic.
6. Report of the first meeting to include basic concept of PINS; overview of priority environmental hot spots selected during the work on the NPA-Arctic and PDF B GEF

Project; objectives; principles; content; outputs; work plan; timetable; and role of the coordinator of the WG and its members and of the lead cooperating and participating organisations. Report is also to contain proposals for the criteria for selection of hot spots for which PINS will be prepared and terms of reference for the WG.

7. The WG will report on its progress to the Executive Agency and to the Project Office. PO should report on the progress of the WG work to the Supervisory Council and eventually to the Steering Committee.

Annex 3. Draft Outline of Terms of Reference for a Working Group for Demonstration Projects (Demos)

1. The Working Group (WG) for Demonstration Projects (DEMOS) is a provisional working body reporting to the Executing Agency and Project Office regarding general approach to establishment of three WGs – CLENAP, COMAN and BASES and their objectives.
2. The WG will be composed of Russian and International experts representing each of the demonstration projects: a) Indigenous Environmental Co-management; b) Remediation of the Environment through the Use of Brown Algae; and c) Environmental Remediation of Two Decommissioned Military Bases. 1 representative from the Executing Agency will participate in the WG. Leading Russian expert will act as a WG Coordinator. Number of experts and composition of the WG will be further discussed by the parties concerned.
3. Main objectives of the WG DEMOS is to elaborate approaches for demonstration projects development and management and for creation of working groups
4. To meet its tasks the WG DEMOS is
 - to develop a basic concept of demonstration projects and basic ideas about the mechanism of the implementations;
 - to specify role of lead and participating organisations and to work out the criteria for selection of implementing organisations for performing of each demonstration project;
 - to detail objectives, principles, outputs for each demonstration project.
 -
5. This working group will work simultaneously and in coordination with working groups on CLEANUP, COMAN and BASES. Proposals of this WG after approval of the Project Supervisory Council should be taken into account into IWP for the 1st phase of the Project. After approval of the IWP this WG will be abolished.
6. WG is striving to work on a basis of consensus and decisions of the WG are formalized by the report of the meeting .
7. The WG will report on its progress to the Executing Agency, Project Office and Federal agencies responsible for the demonstration project implementation. PO should report on the progress of the WG work to the Supervisory Council and eventually to the Steering Committee.

UNEP/GEF Project - Russian Federation: Support to the National Programme of Action
for the Protection of the Arctic Marine Environment

December 30, 2005

Three months Integrated Work Plan

Prepared:by Project Office in consultation and with participation of Executing Agency
and Partner Agency (ACOPS)

Status: For comments/revisions

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Explanatory note

Three months Integrated Working Plan

Explanatory note to the three months Integrated Working Plan

For activities indicated in the 3MIWP where cost is not indicated only GEF funds reallocated for Project personnel are assumed to be used

| | GEF | Russia | Donors | | | Total |
|-------------------------------|---------------|--------------|-------------|-------------|--------------|---------------|
| | | | USA | Canada | Total donors | |
| SAP | 74.1 | 58.0 | 28.9 | 24.0 | 52.9 | 185.0 |
| PINS | 26.85 | 75.0 | 5.0 | 0.0 | 5.0 | 106.85 |
| DEMOS | 16.0 | 35.0 | 9.9 | 33.9 | 43.8 | 94.8 |
| Guidance document preparation | | | 2.0 (ACOPS) | | 2 | 2.0 |
| Total | 116.95 | 168.0 | 45.8 | 57.9 | 103.7 | 388.65 |

SAP COMPONENT

GEF financing:

| | |
|--|-------------|
| 2 international consultants * 1 month each * 10.0 K\$= | 20.0 |
| Lead Russian consultant. (TT) * 2 months * 3.9 K\$= | 7.8 |
| 2 Russian consultants, (TT) * 2 months *3.3 K\$= | 13.2 |
| 3 Russian consultants, (TT) * 1 month *3.3 K\$= | 9.9 |
| 2 Russian consultants, (TT) *1 months *2.6 K\$= | 5.2 |
| travel on official business SAP - | 8.0 |
| two TT meetings on SAP – | 10.0 |
| Total GEF | 74.1 |

Requested **donors funds** for SAP-component are as follows:

USA

| | |
|--|-------------|
| 1 International consultant (Anatoly Pichugin, ACOPS) *1.5months *10.0 K\$= | 15.0 |
| Lead Russian consultant (Vitaly Lystsov, ACOPS) – | 4.0 |
| 3 Russian consultants * 1 month * 3.3 K\$= | 9.9 |
| Total USA | 28.9 |

Canada

| | |
|--|-------------|
| 1 Canadian consultant *1.5 months + one trip = | 24.0 |
| Total Canada | 24.0 |

Total donors **52.9**

RUSSIA

| | |
|---|-------------|
| Results of R&D studies on SAP priority issues (1 st stage of investigations) | 45.0 |
| Russian consultants | 13.0 |
| Total Russia | 58.0 |

TOTAL SAP **185.0**

PINS COMPONENT

GEF financing:

| | |
|---|-------|
| 2 international consultants * 0.5 months *10.0 K\$= | 10.0 |
| Lead Russian consultant *1 month *3.9 K\$= | 3.9 |
| 1 Russian consultant * 0.5 month* 3.3 K\$= | 1.65 |
| 1 Russian consultant * 1 month* 3.3 K\$= | 3.3 |
| Travel PINS | 4.0 |
| Meetings PINS | 4.0 |
| Total GEF | 26.85 |

Requested **donors funds** for PINS-component are as follows

USA

| | |
|--|-----|
| International consultant (Anatoly Pichugin, ACOPS) *0.5months *10.0 K\$= | 5.0 |
| Total donors: | 5.0 |

Russia

| | |
|----------------------|------|
| In-kind contribution | 70.0 |
| Russian consultants | 5.0 |

Total Russia 75.0

TOTAL PINS 106,85

DEMOS COMPONENT

GEF financing:

| | |
|-------------------------------------|-------------|
| Travel DEMOS, COMAN, CLEANUP, BASES | 8.0 |
| Meetings DEMOS | 2.0 |
| Meetings COMAN, CLEANUP, BASES | 6.0 |
| Total GEF | 16.0 |

USA

| | |
|---|-----|
| 3 Russian consultants, (TT) * 1 month *3.3 K\$= | 9.9 |
|---|-----|

CANADA

| | |
|---|------|
| 1 Indigenous peoples international consultant *1, 5 months + one trip (COMAN) | 24.0 |
| 3 Russian consultants *1 month*3,3 K\$ to prepare COMAN project document | 9.9 |

Russia

| | |
|---------------------------------|------|
| Results of R&D studies on DEMOS | 30.0 |
| Russian consultants | 5.0 |

| | |
|---------------------|---------------|
| Total Russia | 35.0 |
| TOTAL DEMOS | 94.80 |
| TOTAL 3MIWP | 388.65 |

For activities indicated in the 3MIWP where cost is not indicated only GEF funds reallocated for Project personnel are assumed to be used (budget lines 1100, 1300 and 1245), total costs is equal to 10.95 K\$ per month. (32.85 K\$ per 3 months). Meetings, travel, communication, etc for 3 months = 7 K\$. TOTAL management = 39.85 K\$

Additional Russian input is associated with lease of office premises for Project office in amount of 8.0K\$ per three months.

TOTAL 3MIWP = 388.65 + 39.85 + 8.00 = 436.50 K\$

Integrated Work Plan Dec 2005 – Feb 2006 to prepare IWP for the Phase I (in\$K)

| # | Activity | Output | Cost | | | Target Date | Responsible Person/ Agency* | Donors Funds till the end of PH 1 |
|------------------------|---|--|-------------------|--------|--------|-------------|------------------------------|-----------------------------------|
| | | | UNEP/ GEF | Russia | Donors | | | |
| 1. | Prepare a draft guidance document for the preparation of the Integrated Work Plan (IWP) | Draft Guidance document for the preparation of the IWP. This draft guidance document will include draft TORs for TT-SAP, PINS-WG and DEMOS-WGs. | 0.0 ¹⁾ | 0.0 | 2.0 | 02 Dec 05 | PO with participation of PAs | |
| 2. | Review by Executing and Implementing Agencies | Review results of the Draft | 0.0 ¹⁾ | 0.0 | 0.0 | 09 Dec 05 | IA, ExA | |
| 3. | Supervisory Council (SC) to review and approve the draft | Report of the SC | 0.0 ¹⁾ | 0.0 | 0.0 | 16 Dec 05 | Supervisory Council | |
| Subtotal | | | 0.0 | 0.0 | 2.0 | | | |
| SAP Development | | | | | | | | |
| 4. | Proposals and selection of the Task Team (TT) Co-ordinator | Approval of TT Co-ordinator familiar with the methodology for the preparation of the SAP and familiar with the organisations and individuals that might be involved in the preparation of the SAP. | 0.0 ¹⁾ | 0.0 | 0.0 | 30 Nov 05 | Manager/ExA | |
| 5. | Proposals and selection of the TT members. | Selection of TT members to cover all major sectors of the SAP and the NPA-Arctic. TT to include 13 Russian experts | 0.0 ¹⁾ | 0.0 | 0.0 | 15 Dec 05 | Manager/ExA | |

* Partner Agencies will take part in activities of Task Team and Working Groups to prepare SAP, PINS and DEMOS through consultants recommended by a Partner Agency

| # | Activity | Output | Cost | | | Target Date | Responsible Person/ Agency* | Donors Funds till the end of PH 1 |
|----|--|--|--------------------|--------|--------|-------------|-----------------------------|-----------------------------------|
| | | | UNEP/ GEF | Russia | Donors | | | |
| | | (5 representatives of federal organs, 4 representatives of regional authorities, 3 representatives of industry, 1 representative of indigenous peoples); 3 international experts; 1 representative of Executing Agency. Additional experts paid for donors' funds may be selected upon recommendation of Partner Agencies. | | | | | | |
| 6. | Preparation of consultancy contract with TT Co-ordinator. | Signed contract with TT Co-ordinator including duties, outputs, work plan, timetable and other details. | 0.0 ¹⁾ | 0.0 | 0.0 | 15 Dec 05 | Manager/ExA | |
| 7. | Preparation of consultancy contracts with TT members. | Draft contracts including duties, outputs, work plan, timetable and other details, to be discussed with the potential TT members and signed subsequently. | 0.0 ¹⁾ | 0.0 | 0.0 | 19 Dec 05 | TT Co-ordinator/Manager | |
| 8. | Preparation of the working document to be considered at the First Meeting of the TT. | Working document to include basic SAP concept; objectives; principles; content; outputs; work plan; timetable; role of TT co-ordinator and members, as well as lead and participating organisations; procedure for the national and international review of the draft SAP; procedure for the adoption of the SAP; and basic ideas about the mechanism of implementation. Document is also to contain proposals for the terms of reference for the TT. Proposals for the | 40,0 ¹⁾ | 38.0 | 22.9 | 31 Jan 06 | TT Co-ordinator/Manager | |

| # | Activity | Output | Cost | | | Target Date | Responsible Person/ Agency* | Donors Funds till the end of PH 1 |
|-------------|--|--|--------------------|--------|--------|-------------|-----------------------------|-----------------------------------|
| | | | UNEP/ GEF | Russia | Donors | | | |
| | | establishment of WGs (two WGs funded by GEF and two or possibly more to be funded by donors) will be prepared. This document is to be considered, amended and adopted by the First Meeting of the TT. | | | | | | |
| 9. | Review of the working document at the First Meeting of the TT, Moscow. | Report of the meeting to include basic SAP concept; objectives; principles; content; outputs; work plan; timetable; role of TT co-ordinator and members, as well as lead and participating organisations; procedure for the national and international review of the draft SAP; procedure for the adoption of the SAP; and basic ideas about the mechanism of the implementation; terms of reference for the TT; tender for selection of lead implementing organisation; criteria for the selection of co-operating implementing organisations; and decision on the establishment of working groups. | 34.1 ¹⁾ | 20.0 | 30.0 | 16 Feb 06 | TT Co-ordinator /Manager | |
| | | SAP Subtotal | 74.1 ¹⁾ | 58.0 | 52.9 | | | |
| PINS | | | | | | | | |
| 10. | Proposals for and selection of the Co-ordinator of the Working | Selected WG Co-ordinator, familiar with the methodology for the preparation of the PINS and familiar with the organisations and individuals that might | 0.0 ¹⁾ | 0.0 | 0.0 | 30 Nov 05 | Manager | |

| # | Activity | Output | Cost | | | Target Date | Responsible Person/ Agency* | Donors Funds till the end of PH 1 |
|-----|---|--|---------------------|--------|--------|-------------|-----------------------------|-----------------------------------|
| | | | UNEP/ GEF | Russia | Donors | | | |
| | Group (WG) for Pre-Investment Studies (PINS) will be prepared. | be involved in the preparation of PINS. | | | | | | |
| 11. | Proposals for and selection of the WG members. | Selected WG members for development of criteria for hot spots selection and the co-ordination of PINS taking into account environmental, economic, social and political factors. It is envisaged that the WG will be composed of 8 Russian and 3 International experts; 1 representative from the Executing Agency. Additional experts paid for donors' funds may be selected upon recommendation of Partner Agencies. | 0.0 ¹⁾ | 0.0 | 0.0 | 15 Dec 05 | Manager | |
| 12. | Preparation of the consultancy contract with WG Co-ordinator. | Signed contract with WG Co-ordinator including duties, outputs, work plan, timetable and other details. | 0.0 ¹⁾ | 0.0 | 0.0 | 15 Dec 05 | Manager/ExA | |
| 13. | Preparation of the consultancy contracts with WG members. | Draft contracts including duties, outputs, work plan, timetable and other details, to be discussed with the potential consultants and signed subsequently. | 0.0 ¹⁾ | 0.0 | 0.0 | 20 Dec 05 | WG Co-ordinator/ Manager | |
| 14. | Preparation of the working document to be considered at the First | Working document to include basic concept of PINS; overview of priority environmental hot spots selected during the work on the NPA-Arctic and PDF B | 16,85 ¹⁾ | 70.0 | 3.0 | 31 Jan 06 | WG Co-ordinator/ Manager | |

| # | Activity | Output | Cost | | | Target Date | Responsible Person/ Agency* | Donors Funds till the end of PH 1 |
|-----|--|---|--------------------|--------|--------|-------------|-----------------------------|-----------------------------------|
| | | | UNEP/ GEF | Russia | Donors | | | |
| | Meeting of the WG. Formulation of criteria for selection of hot spots for which PINS will be prepared. | GEF Project; objectives; principles; content; outputs; work plan; timetable; and role of the co-ordinator of the WG and its members and of the lead cooperating and participating organisations. Document is also to contain proposals for the criteria for selection of hot spots for which PINS will be prepared and terms of reference for the WG. This document is to be considered, amended and adopted by the First Meeting of the WG. Draft criteria for selection of hot spots for which PINS will be prepared, which will include criteria for taking into account environmental, economic, social, and other aspects in the process of selection. | | | | | | |
| 15. | Review of the working document at the First Meeting of the WG, Moscow. | Report of the meeting to include basic concept of PINS; overview of priority environmental hot spots selected during the work on the NPA-Arctic and PDF B GEF Project; objectives; principles; content; outputs; work plan; timetable; and role of the co-ordinator of the WG and its members and of the lead cooperating and participating organisations. Approval of criteria for selection of hot spots for which PINS | 10,0 ¹⁾ | 5.0 | 2.0 | 18 Feb 06 | WG Co-ordinator/ Manager | |

| # | Activity | Output | Cost | | | Target Date | Responsible Person/ Agency* | Donors Funds till the end of PH 1 |
|--------------|--|--|-------------------|--------|--------|-------------|-----------------------------|-----------------------------------|
| | | | UNEP/ GEF | Russia | Donors | | | |
| | | will be prepared. | | | | | | |
| | | PINS Subtotal | 26,85 | 75.0 | 5,0 | | | |
| DEMOS | | | | | | | | |
| 16. | Proposals for and selection of the Co-ordinators of the 3 WGs. | Approval of the 3 WGs Co-ordinators, familiar with the methodology for the implementation of the DEMO projects and with the organisations and individuals that might be involved. | 0.0 ¹⁾ | 0.0 | 0.0 | 15 Dec 05 | Manager/ExA | |
| 17. | Proposals for and selection of the WGs members. | Approval of the WG members to cover various aspects of this demonstration project. | 0.0 | 0.0 | 0.0 | 31 Dec 05 | Manager | |
| 18. | Preparation of consultancy contract with the WGs Co-ordinators. | Signed contract with the WG Co-ordinators including duties, outputs, work plan, timetable and other details. | 0.0 ¹⁾ | 0.0 | 0.0 | 31 Dec 05 | Manager/ExA | |
| 19. | Preparation of consultancy contracts with the WGs members. | Draft contracts including duties, outputs, work plan, timetable and other details, to be discussed with the potential consultants and signed subsequently. | 0.0 ¹⁾ | 0.0 | 0.0 | 15 Jan 06 | WG Co-ordinator/Manager | |
| 20. | Preparation of the working document to be considered at the First Meetings of the WGs. | Working document to include basic concept; draft terms of reference for the WGs, including outputs, work plan, timetable and other details; the role of the co-ordinator of the WG and its members; as well as the role of the lead cooperating organization. This | 0.0 ¹⁾ | 30.0 | 30.0 | 15 Feb 06 | WG Co-ordinator/Manager | |

| # | Activity | Output | Cost | | | Target Date | Responsible Person/ Agency* | Donors Funds till the end of PH 1 |
|----------------------------------|---|--|--------------------|--------|--------|--------------|---|-----------------------------------|
| | | | UNEP/ GEF | Russia | Donors | | | |
| | | document is to be considered, amended and adopted by the First Meetings of the WGs. | | | | | | |
| 21. | Review of the working document at the First Meetings of the WGs, Moscow. | Report of the meetings to include basic concept; terms of reference for the WGs, including outputs, work plan, timetable and other details; the role of the co-ordinator of the WGs and its members; as well as the role of the lead cooperating organization. | 16.0 ¹⁾ | 5.0 | 13.8 | 27-28 Feb 06 | WG Co-ordinator/Manager | |
| | | DEMOS Subtotal | 16.0 ¹⁾ | 35.0 | 43.8 | | | |
| Integration of work plans | | | | | | | | |
| 22 | Consolidation of work plans on SAP, PINS and DEMOS into integrated work plan by Project Office on the basis of Guidance document for the preparation of the IWP | Integrated Workplan | 0.0 ¹⁾ | 0.0 | 0.0 | 08 Mar 06 | PO in consultations with PAs, ExA and IA | |
| 23 | Circulation of a draft integrated work plan to the Steering | Spreading of Workplan among STC members | 0.0 ¹⁾ | 0.0 | 0.0 | 09 Mar 06 | PO to circulate to Steering Committee members | |

| # | Activity | Output | Cost | | | Target Date | Responsible Person/ Agency* | Donors Funds till the end of PH 1 |
|--|-------------------|---|-------------------|--------|--------|------------------|-----------------------------|-----------------------------------|
| | | | UNEP/ GEF | Russia | Donors | | | |
| | Committee members | | | | | | | |
| | | Integration of work plans Subtotal | 0.0 ¹⁾ | 0.0 | 0.0 | | | |
| | | SUB-TOTAL | 116.95 | 168.0 | 103.7 | | | |
| | | TOTAL | 388.65 | | | | | |
| | | | | | | 436.50K\$ | | |
| TOTAL including project management component (39.85 + 8.0 K\$ see explanatory note) | | | | | | | | |

¹⁾ GEF funds from budget line 1100 (project personnel), 1300 (administrative support) and 1245 (Project adviser)

Acronyms:

ExA – Executing Agency
IA – Implementing Agency
PAs – Partner Agencies
PO – Project Office

Progress Report of the Project Office Activities for the half-year period (July-December 2005)

Narrative Part

The following activities have been performed by the Project Office for the reporting period (July 18 – December 12):

1. The Project personnel have been hired and the Project office has been established. To give the Office the full functionality, office and IT equipment has been purchased. The only problem left is fast speed communications: internet and telephone lines. At the moment a contract with internet provider to link the Office to optical line is prepared and submitted to the building owner for getting permission.
2. Memorandum of Understanding between UNDP and NPAF regarding services provided by UNDP for Project implementation on the initial stage has been concluded.
3. A package of documents for the first meeting of the Project Steering Committee has been prepared and distributed among all Project Steering Committee members.
4. Tender Committee for services and goods procurement has been established and Quotation Commission has been setup for procurement of consulting and related services, goods and works for Project implementation.
5. The first meeting of the Project Steering Committee in Moscow has been conducted.
6. Legally certified translation of the Project Document from English to Russian has been prepared.
7. All necessary documents have been prepared and sent to the Commission for International Humanitarian and Technical Assistance under the Government of the Russian Federation to obtain a tax-free status for the Project.
8. A draft Guidance Document for the Preparation of the Integrated Work Plan with ToRs for Task Team and Working Groups has been prepared in close interaction with ACOPS.
9. A panel of official representatives of the Federal executive authorities, regional executive authorities of the Russian Federation and industrial companies for participation in the Task Team for SAP development has been set up.

10. A package of documents for the first meeting of the Project Supervisory Council has been prepared and distributed among all the Project Supervisory Council members.
11. The Conference call between Project Supervisory Council members has been prepared.
12. The Task Team Coordinator for SAP development has been selected in close coordination with Executive Agency. Members of the Task Team for the SAP development, Working Groups coordinators for PINS and DEMOS and working group members have been preliminary selected. A roster of consultants with experience in spheres covered by the Project has been prepared.
13. Preliminary negotiations with representatives of several Arctic regions on information available from regions and on regional priorities of the Project have been conducted.
14. A half-yearly progress report (using format in Annex XIV to the Project Document) to be presented to the Project Supervisory Council has been prepared.
15. An electronic library of the documents and materials needed for the Project implementation (state reports on environmental protection, regional reports on state of the environment, ACOPS PDF-B reports, Arctic Council reports, etc.) has been created.

ANNEX 1 TO THE PROGRESS REPORT

ANNEX XIV: FORMAT FOR HALF-YEARLY PROGRESS REPORT

As at 30 June and 31 December

1. Background Information

1.1 Project Number: GFL / 2732 – 03 – 4694
GF/3010-03-21

1.2 Project Title: Russian Federation – Support to the National Programme of Action for the Protection of the Arctic Marine Environment

1.3 Division/Unit:

1.4 Coordinating Agency or Supporting Organization (if relevant): UNEP is the Implementing Agency and Ministry for economic development and trade of the Russian Federation acts as Executing Agency

1.5 Reporting Period (the six months covered by this report): July 18 – December 31, 2005

1.6 Relevant UNEP Programme of Work (2002-2003) Sub-programme No: International Waters – 10: Contaminants

1.7 Staffing Details of Cooperating Agency/ Supporting Organization (Applies to personnel / experts/ consultants paid by the project budget):

| Functional Title | Nationality | Object of Expenditure | |
|---|-------------|-----------------------|--------|
| Project Manager, Project Office Moscow | Russian | 1101 | 18,500 |
| Project Deputy Manager, Project Office Moscow | Russian | 1102 | 10,933 |
| Project Financial Management Officer, Project Office Moscow | Russian | 1103 | 14,213 |
| Project Secretary, Moscow | Russian | 1302 | 4,000 |
| Russian consultant, Project Advisor | Russian | 1245 | 9,020 |

1.8 Sub-Contracts (if relevant):

| Name and Address of the Sub-Contractor | Object of expenditure (2101, 2201, 2301 etc..) |
|--|--|
| | |
| | |

2. Project Status

2.1 Information on the delivery of outputs/services

| | Output/Service (as listed in the approved project document) | Status (Complete/Ongoing) | Description of work undertaken during the reporting period | Description of problems encountered; Issues that need to be addressed; Decisions/Actions to be taken |
|----|---|---------------------------|--|--|
| 1. | Project Office established | Completed | Establishment of the Project Office comprising of the Project Manager, Deputy Project Manager, Financial Management Officer, Assistant Financial | None |

| | | | | |
|----|---|-----------|---|---|
| | | | Management Officer and Secretary. | |
| 2. | Staff of the Project Office hired. | Completed | Hiring of the staff of the Project Office. Job descriptions for all positions in the Project Office are contained in Annex XI to the Project Document | None |
| 3. | Project Steering Committee established | Completed | Establishment of the Project Steering Committee. First Meeting of the Project Steering Committee has been held | None |
| 4. | Report of the Project Steering Committee meeting prepared | Completed | The report of the Project Steering Committee meeting is prepared | 1. Project is behind the Schedule; 2. Lack of Integrated Work Plan (donors and Russian Federation haven't specified yet their available funding; consensus on forms of Partner Agencies participation in the Project implementation is not achieved yet) |
| 5. | Project Supervisory Council established | Completed | Establishment of the Project Supervisory Council | None |

2.2 If the project is not on track, provide reasons and details of remedial action to be taken:

Project Office has to work out an Integrated Work Plan (IWP) in cooperation with Executing Agency and Partner Agencies based on Guidance document for the preparation of the IWP created by the Project Office with ACOPS assistance. The IWP for the 1st phase of the Project is planned to finalise in the beginning of March 2006.

3. Discussion acknowledgment (To be completed by UNEP)

| | |
|---|---|
| <p>Project Coordinator's General</p> <p>Comments/Observations</p> | <p>First Supervising Officer's General</p> <p>Comments</p> |
| <p>Name: _____</p> <p>Date: _____</p> <p>Signature:</p> <p>_____</p> | <p>Name: _____</p> <p>Date: _____</p> <p>Signature:</p> <p>_____</p> |

Attachment to Half-Yearly Progress Report: Format for Inventory of Outputs/Services

a) Meetings

| No | Meeting Type | Title | Venue | Dates | Convened by | Organized by | # of Participants | List attached Yes/No | Report issued as doc no | Language | Dated |
|----|---------------------------|----------------------------|--------|------------------|-------------------------------------|-------------------------------------|-------------------|----------------------|-------------------------|-----------------|---------------|
| 1. | Intergovernmental Meeting | Consultative meeting | Moscow | 14 Nov 2005 | Executing and Implementing Agencies | Project Office | 22 | Yes | STC1-RPT | Russian/English | Nov. 25, 2005 |
| 2. | Intergovernmental Meeting | Project presentation | Moscow | 14 Nov 2005 | Executing Agency | Executive Agency and Project Office | >70 | Yes | STC1-RPT | Russian/English | Nov. 25, 2005 |
| 3. | Intergovernmental Meeting | Steering Committee meeting | Moscow | 15 – 16 Nov 2005 | Executing and Implementing Agencies | Project Office | 29 | Yes | STC1-RPT | Russian/English | Nov. 25, 2005 |

List of Meeting Participants

| No. | Name of the Participant | Nationality |
|-----|--|-------------|
| | See Annex I to the Project Steering Committee Report | |
| | | |

c) Technical Information / Public Information

| No | Description | Date |
|----|---|--------------------|
| 1. | Information about the Project and Project Document uploaded in Internet (in English and in Russian) | 15 September, 2005 |
| 2. | Information about the Project, pamphlet (in Russian) | 14 November, 2005 |
| 3. | Press-release for the Project presentation published on the web-site of the Executing Agency (in Russian) | 15 November, 2005 |

e) Other Outputs/Services (e.g. Networking, Query-response, Participation in meetings etc.)

| No | Description | Date |
|----|--|---------------------|
| 1. | 17 th International School for Marine geology, Moscow (presentation of the Project) | 17-18 November 2005 |
| 2. | UNEP/GEF ECORA Project (presentation of the Project) | 7 October 2005 |

Note 4

Meeting types (Inter-governmental Meeting, Expert Group Meeting, Training Workshop/Seminar, Other)

Note 5

Material types (Report to Inter-governmental Meeting, Technical Publication, Technical Report, Other)

Note 6

Technical Cooperation Type (Grants and Fellowships, Advisory Services, Staff Mission, Others)

ANNEX 2 to Progress report Quarterly Project Expenditure Accounts for Supporting Agencies

Quarterly project statement of allocation (budget), expenditure and balance (Expressed in US\$) covering the period July 18, 2005 to December 10, 2005

Project No GFL/2732-03-4694 GF/3010-03-21 Agency name: Ministry of Economic Development and Trade of the Russian Federation
 Project title: Russian Federation – Support to the National Programme of Action for the Protection of the Arctic Marine Environment
 Project commencing: July 18, 2005. Project ending: June 30, 2010

| Object of expenditure by UNEP budget code | Project budget allocation for year 2005 | | Total expenditure for quarter IV 2005* | Total unliquidated obligations | Cumulative expenditure for year 2005 | Unspent balance of budget allocation for year 2005 | |
|---|---|----------------|--|--------------------------------|--------------------------------------|--|----------------|
| | m/m (1) | Amount (2) | | | | m/m (6) | Amount (2)-(5) |
| 1100 Project personnel | 24,4 | 113,500 | 43,646 | 0,0 | 43,646 | 8,4 | 69,854 |
| 1200 Consultants | 43,3 | 201,300 | 9,020 | 0,0 | 9,020 | 37,8 | 192,280 |
| 1300 Administrative support | 7,5 | 7,300 | 4,000 | 0,0 | 4,000 | 3,5 | 3,300 |
| 1400 Volunteers | | | | | | | |
| 1600 Travel | | 34,000 | 0,0 | 0,0 | 0,0 | | 34,000 |
| 2100 Sub-contracts | | | | | | | |
| 2200 Sub-contracts | | 28,500 | 0,0 | 0,0 | 0,0 | | 28,500 |
| 2300 Sub-contracts | | | | | | | |
| 3100 Fellowships | | | | | | | |
| 3200 Group training | | | | | | | |
| 3300 Meetings/conferences | | 48,000 | 18,129 | 0,0 | 18,129 | | 29,871 |
| 4100 Expendable equipment | | 3,000 | 1,712 | 0,0 | 1,712 | | 1,288 |
| 4200 Non-expendable equipment | | 43,000 | 27,308 | 0,0 | 27,308 | | 15,692 |
| 4300 Premises | | | | | | | |
| 5100 Operation | | 2,000 | 1,157 | 0,0 | 1,157 | | 843 |
| 5200 Reporting costs | | 20,000 | 0,0 | 0,0 | 0,0 | | 20,000 |
| 5300 Sundry | | 10,400 | 1,514 | 0,0 | 1,514 | | 8,886 |
| 5400 Hospitality | | 2,000 | 0,0 | 0,0 | 0,0 | | 2,000 |
| 99 GRAND TOTAL | 75,2 | 513,000 | 106,486 | 0,0 | 106,486 | 49,7 | 406,514 |

I. Senchenya _____

Signed: _____

G. Zaytseva _____

B. Morgunov

ANNEX 3 to SC_1_4 Annex XVIII form

REPORT ON CO-FINANCING

| | | | | | | | |
|--|--|------------------------|------------------|--|------------------------|--------------------|----------------------------------|
| Title of Project: | Russian Federation – Support to the National Programme of Action for the Protection of the Arctic Marine Environment | | | | | | |
| Project Number: | GFL/2732-03-4694 GF/3010-03-21 | | | | | | |
| Name of Executing Agency: | Ministry of Economic Development and Trade of the Russian Federation | | | | | | |
| Project Duration: | From: | July 18, 2005 | To: | June 30, 2010 | | | |
| Reporting Period <i>(to be done annually):</i> | From: | July 12, 2005 | To: | December 31, 2005 | | | |
| Source of Cofinance | Cash Contributions | | | In-kind Contributions | | Russian Federation | Comments |
| | Budget original (at time of approval by GEF) | Budget latest revision | Received to date | Budget original (at time of approval by GEF) | Budget latest revision | Received to date | |
| Object of expenditure by UNEP budget code | | | | | | Russian Federation | |
| 1100 Project personnel | | | | | | | |
| 1200 Consultants | | | | | | | |
| 1300 Administrative support | | | | | | | |
| 1600 Travel | | | | | | | |
| 2200 Sub-contracts | | | | | | | |
| 3300 Meetings/conferences | | | | | | | |
| 4100 Expendable equipment | | | | | | | |
| 4200 Non-expendable equipment | | | | | | | |
| 4300 Premises | | | | | | 28,500 | Lease of Project Office premises |
| 5100 Operation | | | | | | | |
| 5200 Reporting costs | | | | | | | |
| 5300 Sundry | | | | | | | |
| 5400 Hospitality | | | | | | | |

| | | | | | | | |
|--------------|--|--|--|---|---|--------|--|
| Total | | | | 0 | 0 | 28,500 | |
|--------------|--|--|--|---|---|--------|--|

Name: I. Senchenya _____ G.Zaytseva _____ Executing Agency

All amounts in US dollars

Position: Project Manager

Project Financial Management
Officer

_____ Signature

Date:

ANNEX 4 TO SC_1_4_PROGRESS REPORT (INVENTORY OF EQUIPMENT)
INVENTORY OF NON-EXPENDABLE EQUIPMENT PURCHASED AGAINST UNEP/GEF PROJECT
UNIT VALUE US\$ 1,500 AND ABOVE AND ITEMS OF ATTRACTION
As at December_15, 2005

Project No. GFL /2732-03-4694 GF/3010-03-21

Project Title Russian Federation – Support to the National Programme of Action for the Protection of the Arctic Marine Environment

Implementing Agency United Nations Environment Programme (UNEP)

Internal/SO/CA (UNEP use only)_____

FPMO (UNEP use only)_____

| Description | Serial No. | Date of Purchase | Original Price (US\$) | Present Condition | Location | Remarks/ Recommendation for disposal |
|--|-------------------|-------------------------|------------------------------|--------------------------|-----------------|---|
| Monitor 17 NEC TFT 1770 NX (LCD, TFT,1280*1024-75Hz) | 57441319TB | October 27, 05 | 394,80 | New | Project Office | |
| Monitor 17 NEC TFT 1770 NX (LCD, TFT,1280*1024-75Hz) | 57441328TB | October 27, 05 | 394,80 | New | Project Office | |
| Monitor 19 NEC TFT 1970 NX (LCD, TFT,1280*1024-75Hz) | 57300709YB | October 27, 05 | 549,20 | New | Project Office | |
| Notebook HP NC8230 Case for Notebook | RF56MNTZD001 | October 27, 05 | 1959,50 41,45 | New | Project Office | |
| Notebook HP NC8230 Case for Notebook 3”5 FDD ext USB | CNU5321J35 | October 27, 05 | 1959,50 41,55 26,94 | New | Project Adviser | |
| Notebook Asus W5G00A | 54NG043749 | October 27, 05 | 2211,30 | New | Project Office | |
| Monitor 19 NEC TFT 1970 NX (LCD, TFT,1280*1024-75Hz) | 57300762YB | October 27, 05 | 549,20 | New | Project Office | |

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|---|---------------|-----------------|---------|-----|----------------|--|
| Copier Nashuatec DSc 424 (RICOH Aficio 3224C) as a unit | K7156300540 | November 02, 05 | 7313,29 | New | Project Office | |
| Hub D-Link Des-1024D 24-Port 10/100 Mbps | B2BB158500158 | November 03, 05 | 72,54 | New | Project Office | |
| UPS 620W APC Smart (SU620INET) | QS0526224908 | November 03, 05 | 212,43 | New | Project Office | |
| UPS 620W APC Smart (SU620INET) | QS0526228571 | November 03, 05 | 212,43 | New | Project Office | |
| UPS 620W APC Smart (SU620INET) | QS0526125813 | November 03, 05 | 212,43 | New | Project Office | |
| UPS 620W APC Smart (SU620INET) | QS0526228599 | November 03, 05 | 212,43 | New | Project Office | |
| UPS 1000W APC Smart (SUA 1000I) | AS0530134107 | November 03, 05 | 373,04 | New | Project Office | |
| Flash Drive 1 Gb USB 2.0 | 124059-5730 | November 03, 05 | 68,38 | New | Project Office | |
| Flash Drive 1 Gb USB 2.0 | 124059-5678 | November 03, 05 | 68,38 | New | Project Office | |
| Flash Drive 1 Gb USB 2.0 | 124059-5720 | November 03, 05 | 68,38 | New | Project Office | |
| Flash Drive 1 Gb USB 2.0 | 124059-5676 | November 03, 05 | 68,38 | New | Project Office | |
| Flash Drive 1 Gb USB 2.0 | 124059-5719 | November 03, 05 | 68,38 | New | Project Office | |
| Flash Drive 1 Gb USB 2.0 | 124059-5729 | November 03, 05 | 68,38 | New | Project Office | |
| Hard box for HDD | U4105290092 | November 03, 05 | 54,92 | New | Project Office | |
| Hard box for HDD | U4105290089 | November 03, 05 | 54,92 | New | Project Office | |
| Calculator Citizen SDC-435 | 050302 | November 03, 05 | 15,54 | New | Project Office | |
| Calculator Citizen SDC-435 | 050302 | November 03, 05 | 15,54 | New | Project Office | |
| Monitor 19 NEC TFT 1970 NX (LCD, TFT,1280*1024-75Hz) | 58013996YB | November 10, 05 | 549,20 | New | Project Office | |
| Monitor 19 NEC TFT 1970 NX (LCD, TFT,1280*1024-75Hz) | 58014003YB | November 10, 05 | 549,20 | New | Project Office | |
| Workstation 1 p4-3.0/p4p800- | 205638 | November 10, 05 | 755,42 | New | Project Office | |

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|--|----------|-----------------|---------|-----|----------------|--|
| vm/1024Mb/120Gb/DVD-RW/FDD/ Keyboard/ mouse/ASUS 6AR | | | | | | |
| Workstation 1 p4-3.0/p4p800- vm/1024Mb/120Gb/DVD-RW/FDD/ Keyboard/ mouse/ASUS 6AR | 205642 | November 10, 05 | 755,42 | New | Project Office | |
| Workstation 1 p4-3.0/p4p800- vm/1024Mb/120Gb/DVD-RW/FDD/ Keyboard/ mouse/ASUS 6AR | | November 10, 05 | 755,42 | New | Project Office | |
| Workstation 2 p4-3.0/p4p800 E- Delux/1024Mb/74Gb+300Gb/ATI960 0/DVD-RW/FDD/ Keyboard/ mouse/ ASUS 6AR | | November 10, 05 | 1174,07 | New | Project Office | |
| Workstation 3 AMD64 3000+/ A8NSLI/ 1024Mb/ 74Gb+2*300Gb/ ATI-RX500/DVD- RW/FDD/ Keyboard/ mouse/ASUS 6AR | 205640 | November 10, 05 | 1313,95 | New | Project Office | |
| Surge Arest APC (E25-G) | | November 10, 05 | 17,55 | New | Project Office | |
| Surge Arest APC (E25-G) | | November 10, 05 | 17,55 | New | Project Office | |
| Surge Arest APC (E25-G) | | November 10, 05 | 17,55 | New | Project Office | |
| Surge Arest APC (E25-G) | | November 10, 05 | 17,55 | New | Project Office | |
| HDD for Hard Box IDE 300.0 gb Seagate 3300 831A Barracuda 7200.8 | 4NF01CND | November 10, 05 | 166,83 | New | Project Office | |
| HDD for Hard Box IDE 300.0 gb Seagate 3300 831A Barracuda 7200.8 | 4NF01CJ4 | November 10, 05 | 166,83 | New | Project Office | |
| Fax machine Canon L-220 | | November 10, 05 | 331,59 | New | Project Office | |

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|---|----------|-----------------|---------|-----|----------------|--|
| Phone Panasonic KX-T 7431RUW (white) | | November 10, 05 | 134,71 | New | Project Office | |
| Phone Panasonic KX-T 7431RUW (white) | | November 10, 05 | 134,71 | New | Project Office | |
| Phone Panasonic KX-T 7431RUW (white) | | November 10, 05 | 134,71 | New | Project Office | |
| Phone Panasonic KX-T 7431RUW (white) | | November 10, 05 | 134,71 | New | Project Office | |
| DDS console Panasonic KX-T 7440 | | November 10, 05 | 101,55 | New | Project Office | |
| DDS console Panasonic KX-T 7440 | | November 10, 05 | 101,55 | New | Project Office | |
| Card of extension ATE 8 internal lines Panasonic Accessory KX-TD 170 X | | November 10, 05 | 259,05 | New | Project Office | |
| Card of extension ATE 4 external lines Panasonic Accessory KX-TD 180 X | | November 10, 05 | 155,43 | New | Project Office | |
| Projector portable Toshiba TDP-P8 | 98557378 | November 10, 05 | 2068,31 | New | Project Office | |
| Thermal Binder machine Fellowes TB450 | N/A | November 10, 05 | 207,24 | New | Project Office | |
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The physical verification of the items was done by:

Name: _____

Signature: _____

(Duly authorised official)

Title: _____

Date: _____