

## UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

### PROJECT STATEMENT

1. Project title: Espoo Convention
2. Project ID No: E115 (ECE-EV-104)
3. Purpose: To support the promotion and effective implementation of the Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention), in particular with regard to countries in transition and non-governmental organizations.
4. Project period: 1 January 2002-open-ended duration
5. Implementing Division: UNECE Environment and Human Settlements Division
6. Responsible project officer: Mr. Wiek Schrage (Ext. 72448)
7. Description of project:

The objective of the project is to support the promotion and implementation of the Espoo Convention and its future Protocol on Strategic Environmental Assessment and to provide technical support to the activities under this Convention, particularly the countries in transition. A second objective is to enhance the development of laws and regulations on environmental impact assessment, in particular in a transboundary context, by Parties and non-Parties to strengthen the implementation of the Convention. Thirdly, training is envisaged through the elaboration of guidelines on issues of relevance to the provisions of the Convention.

8. Implementation of project:

In order to achieve the above objective, the following activities are envisaged:

- a. planning and implementation of the work-plan as decided by the Second Meeting of the Parties to the Espoo Convention (February 2001).
- b. Providing technical support to Parties, particularly to countries in transition, to promote and implement the Convention through Seminars and Workshops, including those Seminars and Workshops related to the Protocol.
- c. Facilitate and support the participation of experts from countries in transition and NGO's in meetings under the Convention and the Protocol.
- d. Strengthen the activities aimed at promoting the Convention in other regions through the convening of workshops.

9. Expected accomplishments and Indicators of achievement:

Expected accomplishments	Indicators of achievement
Gathering experts from countries in transition and NGO's.	Fifteen country experts and NGO's actually supported for participating in meetings under the Convention and its future Protocol.
Finalization of the negotiations on the Protocol on Strategic Environmental Assessment	Twenty countries signing the Protocol at the Ministerial Conference "Environment for Europe"

10. Expected source of funding:

Italy (US\$ 230,000)  
Switzerland (CHF 15,000 equivalent to US\$ 8,928.57)  
European Union (EURO 60,000 equivalent to US\$ 52,816.90)  
Norway (NOK 133,333 equivalent to US\$ 16,868.83)  
Netherlands (EURO 45,378 equivalent to some US\$ 42,608.45)

11. Proposed cost plans for 2002 and 2003 which will be used as a basis for the subsequent issuance of allotment advices are attached; and job description for EIA/SEA Expert at L-2 level.

Cleared by:  Date: 9.7.2002  
**Kaj O. Barlund, Chief, Environment and Human Settlements Division**

Reviewed for conformity with UN rules:  Date: 9.07.02  
**Maria F. Sevilla, Executive Officer, Executive Office**

Approved by:  Date: 9.7.02  
**Brigita Schmögnerova, Executive Secretary, UNECE**

**United Nations Economic Commission for Europe**

**Cost Plan**

Programme: 1. Environment  
 Title of trust fund: Local Technical Cooperation Trust Fund  
 Project title: Espoo Convention  
 Project ID No.: E115 (ECE-EV-104)  
 IMIS BAC: 2002-ECE-0872-E115-2110

Programme output: Activities undertaken relate to the 2002-2003 programme budget (Section 18) Economic Commission for Europe, sub-programme 1. Environment, output in paragraph 18.25 (a)(iv) related to the activity on the Convention on Environmental Impact Assessment in a Transboundary Context.)

**Proposed cost plan for 2002**  
 [US\$]

Old Object code	IMIS Object Class	Object of expenditure	2002	2002	Total 2002 (US\$)
11-01-00	441	Associate expert *		41,000	41,000.00
11-51-00	441	Consultants fees and travel	10,000		10,000.00
16-01-00	441	Travel of Experts	8,100		8,100.00
15-01-00	441	Other official travel of staff	17,300		17,300.00
21-01-00	442	Sub-contract	20,000		20,000.00
42-01-00	444	Non-Expendable Equipment	8,000		8,000.00
32-01-00	443	Travel of meeting participants in Seminars and other group training activities	92,100		92,100.00
	(1)	<b>Net Total:</b>	<b>155,500</b>	<b>41,000</b>	<b>196,500.00</b>
	(2)	13%/7%programme Support Cost of (1): (rounded)	20,200	2,900	23,100.00
	(3)	15% Operating Reserve of (1) + (2) (rounded)	26,400	6,600	33,000.00
	(4)	<b>Grand Total: = (1) + (2) + (3)</b>	<b>202,100</b>	<b>50,500</b>	<b>252,600.00</b>

\* The above expert is funded by the European Commission and therefore only 7% Programme Support Costs is applied for contribution of European Commission as per controller's fax of 27 June 2001.

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### **Resource requirements for 2002**

#### **Associate expert (Object code 11-01-00) (IMIS Object class 441)-US\$ 41,000**

The estimated requirement of US\$ 41,000 will be used to cover the salary and other entitlements in 2002 for an L-2 expert for 6 months (1 July – 31 December 2002) (using standard salary costs-version 0.6) who will support the implementation of activities under the Convention in particular the Protocol on Strategic Environmental Assessment

#### **Consultants Fees and Travel (Object code: 11-51-00) (IMIS Object Class: 441) - US\$ 10,000**

The estimated requirement of US\$ 10,000 is related to obtaining outside expertise for the implementation of the activity related to the Protocol on Strategic Environmental Assessment (2,5 work months at US\$ 4,000 per month).

#### **Outputs**

Consultants will produce reports on selected provisions for the Protocol on Strategic Environmental Assessment

#### **Travel of Experts (Object code: 16-01-00)(IMIS Object Class: 441) – US\$ 8,100**

Provisions under this heading are needed to cover the travel costs of ad hoc experts especially in meetings related to the Protocol On Strategic Environmental Assessment (September and November 2002). Two experts from Eastern Europe in two meetings related to the SEA Protocol.

#### **Estimated costs:**

- a. One meeting in East Europe: three days meeting
    - i. DSA (4 days) @ US\$ 140 = US\$ 560
    - ii. Ticket = US\$ 1,600
- Total estimated average cost per expert = US\$ 2,160

Total estimated costs for two experts x US\$ 2,160.- = US\$ 4,320 or US\$ 4,400 rounded

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- b. One meeting in West Europe: three day meeting
  - i. DSA (4days) @ US\$ 255 = US\$ 1,020
  - ii. Ticket = US\$ 800Total estimated average cost per expert = US\$ 1,820.-

Total estimated costs for two experts x US\$ 1,820.- = US\$ 3,640.- or US\$ 3,700 (rounded)

**Total estimated costs for two meetings: US\$ 8,100**

**Other official travel of staff (Object code: 15-01-00) (IMIS Object class: 441) - US\$ 17,300**

Resources are required under this heading for the provision for Secretariat staff and project expert to service, advise and support ECE member countries during workshops and meetings especially in countries in transition, including meetings related to the EIA Convention.

**Estimated costs:**

- A meeting in East Europe: three days meeting
  - iii. DSA (4 days) @ US\$ 140 = US\$ 560
  - iv. Ticket = US\$ 1,600

Total estimated average cost per staff member = US\$ 2,160

Total estimate costs for two staff x US\$ 2,160 = US\$ 4,320 x 4 meetings = US\$ 17,280 or US\$ 17,300 rounded

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**Sub-contract (Object code: 21-01-00) (IMIS Object Class: 442) – US\$ 20,000**

The estimated requirements under this object code are required to engage the services of institutional contractor to organize the seminar/workshop on Strategic Environmental Assessment for covering the meeting and operating costs such as rental of conference room and services, material and stationary, local transportation, interpretation, translation and other facilities.

**Non-Expendable Equipment (Object code: 42-01-00) (IMIS Object Class: 444) - US\$ 8,000**

The estimated requirements will be used to acquire a new PC/printer and related software for the above project officer in order to be able to implement the project.

**Travel of meeting participants in Seminars and other group training activities (Object code: 32-01-00) (IMIS Object Class: 443) - US\$ 92,100**

The estimated requirements are related to payment of DSA and travel expenses for participants from countries in transition in seminars, workshops and other informal meetings in respect of the activities financed under the activities of the Convention on Environmental Impact Assessment in a Transboundary Context and its SEA Protocol.

**Estimated costs for three workshops:**

- Two workshops in East Europe: three days meeting
  - a) DSA (4 days) @ US\$ 140 = US\$ 560
  - b) Ticket = US\$ 1,600

Total estimated average cost per participant = US\$ 2,160

15 participants x US\$ 2,160 = US\$ 32,400

**Total estimated costs for 2 workshops = US\$ 64,800**

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- One workshop in West Europe: three day meeting

v. DSA (4days) @ US\$ 255 = US\$ 1,020

vi. Ticket = US\$ 800

Total estimated average cost per participant = US\$ 1,820

**For 15 participants x US\$ 1,820 for one workshop = US\$ 27,300**

**Total estimated costs for three workshops = US\$ 92,100**

**United Nations Economic Commission for Europe**

**Cost Plan**

Programme: 1. Environment  
 Title of trust fund: Local Technical Cooperation Trust Fund  
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Programme output: Activities undertaken relate to the 2002-2003 programme budget (Section 18) Economic Commission for Europe, sub-programme 1. Environment, output in paragraph 18.25 (a)(iv) related to the activity on the Convention on Environmental Impact Assessment in a Transboundary Context.)

**Proposed cost plan for 2003**

[US\$]

Old Object code	IMIS Object Class	Object of expenditure	2003 (US\$)	2003 (US\$)	Total 2003 (US\$)
11-01-00	441	Associate expert*		41,000	41,000.00
11-51-00	441	Consultants Fees and travel	10,000		10,000.00
16-01-00	441	Travel of Expert	8,100		8,100.00
15-01-00	441	Other official travel of staff	17,300		17,300.00
21-01-00	442	Sub-Contract	20,000		20,000.00
32-01-00	443	Travel of meeting participants in Seminars and other group training activities	92,100		92,100.00
	(1)	<b>Net Total:</b>	<b>147,500</b>	<b>41,000</b>	<b>188,500.00</b>
	(2)	13%/7% Programme Support Cost of (1): (rounded)	19,200	2,900	22,100.00
	(3)	15% Operating Reserve of (1) + (2) (rounded)	25,000	6,600	31,600.00
	(4)	<b>Grand Total: = (1) + (2) + (3)</b>	<b>191,700</b>	<b>50,500</b>	<b>242,200.00</b>

\* The above expert is funded by the European Commission and therefore only 7% Programme Support Costs is applied for contribution of European Commission as per controller's fax of 27 June 2001

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### **Resource requirements for 2003**

#### **Associate expert (Object code 11-01-00) (IMIS Object class 441)-US\$ 41,000**

The estimated requirement of US\$ 41,000 will be used to cover the salary and other entitlements in 2003 for an L-2 expert for 6 months (1 January – 30 June 2003) (using standard salary costs-version 0.6) who will support the implementation of activities under the Convention in particular the Protocol on Strategic Environmental Assessment

#### **Consultants fees and travel (Object code: 11-51-00) (IMIS Object Class: 441) - US\$ 10,000**

The estimated requirement of US\$ 10,000 is related to obtaining outside expertise for the implementation of the activity related to the Protocol on Strategic Environmental Assessment (2,5 work months at US\$ 4,000 per month).

#### **Outputs**

Consultants will produce reports on selected provisions for the Protocol on Strategic Environmental Assessment

#### **Travel of Experts (Object code: 16-01-00)(IMIS Object Class: 441) – US\$ 8,100**

Provisions under this heading are needed to cover the travel costs of ad hoc experts especially in meetings related to the Protocol On Strategic Environmental Assessment (January and May 2003). Two experts from Eastern Europe in two meetings related to the SEA Protocol.

#### **Estimated costs:**

- c. One meeting in East Europe: three days meeting
  - i. DSA (4 days) @ US\$ 140 = US\$ 560
  - ii. Ticket = US\$ 1,600

Total estimated average cost per expert = US\$ 2,160

Two experts x US\$ 2,160 = US\$ 4,320 or US\$ 4,400 rounded

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- d. One meeting in West Europe: three day meeting
  - i. DSA (4days) @ US\$ 255 = US\$ 1,020
  - ii. Ticket = US\$ 800Total estimated average cost per expert = US\$ 1,820  
Two experts x US\$ 1,820 = US\$ 3,640 or US\$ 3,700 rounded

**Total estimated costs for two meetings US\$ 8,100**

**Other official travel of staff (Object code: 15-01-00) (IMIS Object class: 441) - US\$ 17,300**

Resources are required under this heading for the provision for Secretariat staff and project expert to service, advise and support ECE member countries during workshops and meetings especially in countries in transition, including meetings related to the EIA Convention.

**Estimated costs:**

- Costs per meeting in East Europe: three days meeting
- iii. DSA (4 days) @ US\$ 140 = US\$ 560
  - iv. Ticket = US\$ 1,600
- Total estimated average cost per staff member = US\$ 2,160

**Total estimated costs for two staff x US\$ 2,160 = US\$ 4,320**

**Total estimated costs for 4 meetings = US\$ 17,280 or US\$ 17,300 rounded**

**Sub-contract (Object code: 21-01-00) (IMIS Object Class: 442) – US\$ 20,000**

The estimated requirements under this object code are required to engage the services of institutional contractor to organize a seminar/workshop on Strategic Environmental Assessment for covering the meeting and operating costs such as rental of conference room and services, material and stationary, local transportation, interpretation, translation and other facilities.

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The estimated requirements are related to payment of DSA and travel expenses for participants from countries in transition in seminars, workshops and other informal meetings in respect of the activities financed under the activities of the Convention on Environmental Impact Assessment in a Transboundary Context and its SEA Protocol.

**Estimated costs for three workshops:**

- Two workshops in East Europe: three days meeting
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15 participants x US\$ 2,160 = US\$ 32,400  
**Total estimated costs for 2 workshops = US\$ 64,800**

- One workshop in West Europe: three day meeting
  - a) DSA (4days) @ US\$ 255 = US\$ 1,020
  - b) Ticket = US\$ 800.-Total estimated average cost per participant = US\$ 1,820  
For 15 participants x US\$ 1,820 = US\$ 27,300  
**Total estimated costs for 1 workshop = US\$ 27,300**

**Total estimated costs for three workshops = US\$ 92,100**

**JOB DESCRIPTION**

**Functional title:** Environmental Impact Assessment/Strategic  
Environmental Assessment Project Officer

**Organizational Unit:** Environmental Policy and Sustainable  
Development Team  
Environment and Human Settlements Division  
UN Economic Commission for Europe

**Grade:** L-2

**Duration:** 12 months \*

**Date:** July 2002- July 2003

**Duty Station:** Geneva

**IMIS Post No:**

(\* Extension of appointment subject to availability of extra budgetary funds)

### **OVERALL OBJECTIVES OF THE PROJECT**

The main objectives of the project are to support the promotion and implementation of the Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention) and its future Protocol on Strategic Environmental Assessment and to provide technical support to Governments when implementing the activities under the Convention. This includes measures to strengthen the visibility and awareness of the Convention, as well as measures to support the participation of key stakeholders, in particular from countries in transition and NGO's.

### **SUMMARY OF THE MAIN DUTIES**

Under the direct supervision of the Secretary to the Convention and within the framework of the Environmental Policy and Sustainable Development Team, the incumbent will assist the Secretary to the Convention in:

- a) Supporting the preparation and servicing of meetings under the Convention and the Protocol;
- b) Planning and implementing a program of national and sub-regional seminars and workshops aimed at promoting awareness of the Convention and the Protocol;
- c) Providing practical, technical and legal advice to stakeholders concerning the implementation of the Convention and the Protocol;
- d) Expanding the range of information materials and means of publicity for the Convention; and
- e) Perform other related duties as assigned by the Secretary to the Convention.

Field of study: Advanced degree in law, economics, environment or similar subject. Specialization in the fields relevant to the Convention and/or the Protocol is desirable.

Competencies and skills: At least two to four years of professional experience in the fields relevant to the Convention and the Protocol.

Language proficiencies: Fluency in English or French with good drafting ability. Knowledge of Russian is desirable.

## Annex

### Bank information

Any contribution should be made to the United Nations Economic Commission for Europe (UNECE) and should be labelled and transferred or sent as follows:

Account number:	485-001802
Account currency:	US Dollars
Account title:	UNOG General Fund
Bank name and address:	JP Morgan Chase Bank, New York International Agencies Banking 1166, Avenue of the Americas, 17 <sup>th</sup> Floor New York, N.Y. 10036-2708, USA
ABA (US Bank Code):	021000021
Swift Code:	CHASUS33
Reference:	<b><i>Indicate clearly “Credit account ECE/E115 (ECE-EV-104): Espoo Convention”</i></b>