

Economic Commission for Europe

Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

First session

Geneva, 20–22 April 2010

Excerpt from the addendum to the report of the first session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers (ECE/MP.PRTR/2010/2/Add.1)*

Decision I/6

Adopted by the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention on Access to Information, Public Participation in Decision-making Procedures and Access to Justice in Environmental Matters at its first session held on 22 April 2010

Procedures for the Preparation, Adoption and Monitoring of Work Programmes and on the Work Programme for 2011–2014

The Meeting of the Parties,

Recalling article 17, paragraph 2, of the Protocol on Pollutant Release and Transfer Registers, which requires Parties to keep under continuous review the implementation and development of the Protocol, and with this purpose in mind, *inter alia*, to establish a programme of work,

1. *Decides* that a work programme of activities under the auspices of the Protocol should be prepared for adoption at each ordinary session of the Meeting of the Parties to provide a framework guiding the undertaking of such activities during the intersessional period following that meeting;

* The full text of the addendum to the report of the first session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers (ECE/MP.PRTR/2010/2/Add.1) is available in English at http://www.unece.org/fileadmin/DAM/env/pp/prtr/docs/ece_mp.prtr_2010_2_Add.1_e.pdf, in French at http://www.unece.org/fileadmin/DAM/env/pp/prtr/docs/ece_mp.prtr_2010_2_Add.1_f.pdf and in Russian at http://www.unece.org/fileadmin/DAM/env/pp/prtr/docs/ece_mp.prtr_2010_2_Add.1_r.pdf.

2. *Also decides* that for each activity in the work programme, the following details should be indicated:

- (a) Objective(s) and expected output;
- (b) Lead country, body or organization;
- (c) Method of work;
- (d) Time frame;

(e) Estimated costs and expected sources of funding, if other than the United Nations regular budget, indicating the core requirements;

3. *Resolves* that core requirements shall have priority in the allocation of the budgetary resources made available under the voluntary scheme of contributions established through decision I/3 on financial arrangements, Parties, Signatories and other States being encouraged to contribute to activities not covered by these resources as the need arises;

4. *Requests* the secretariat to provide a more detailed assessment of the activities in the work programme for the period 2011–2014, including a breakdown of the cost estimates of each activity, and to report to the Working Group of the Parties to the Protocol. This should include examining whether or not a separate technical assistance mechanism should be established;

5. *Also requests* the Bureau and the Working Group to keep under review the activities of the work programme for the period 2011–2014, and to report and make appropriate recommendations to the Meeting of the Parties at its second ordinary session;

6. *Adopts* the work programme under the auspices of the Protocol up until the second ordinary session of the Meeting of the Parties as contained in annex I to this decision;

7. *Calls upon* the Parties and invites Signatories, other States and relevant intergovernmental, regional and non-governmental organizations to contribute actively to the activities contained in the work programme;

8. *Decides* to review the procedures for the preparation, adoption and monitoring of work programmes at its second session in connection with the review of the financial arrangements and on the basis of any proposals from the Bureau or Working Group;

9. *Requests* the Working Group to consider the need for a long-term strategic plan for the Protocol and, if deemed necessary, to take steps to prepare such a plan for possible adoption by the Meeting of the Parties, and to explore potential synergies between such a long-term strategic plan and the strategic plan for the Convention

Annex I

Work programme for 2011–2014

Activity	Objective and expected outcome	Lead country, body or organization	Method of work	Approximate time frame	Estimated costs in thousands of United States dollars per year (average)		
					Item	Core requirements	Overall requirements
A. Compliance mechanism	Monitor and facilitate compliance with the Protocol	Compliance Committee	Compliance Committee to meet to review submissions, communications, etc., prepare decisions and reports and undertake fact-finding missions; secretariat to publicize the mechanism, develop a database of cases and service the Committee	Ongoing	Staff time, Committee meetings (travel + DSA), expert missions, other costs	101	142
B. Technical assistance	Assist countries in the effective implementation of the Protocol Evaluate the need for a separate technical assistance mechanism	Secretariat in close cooperation with partner organizations (the United Nations Environment Programme, the United Nations Institute for Training and Research, the Organization for Security and Cooperation in Europe, the Regional Environmental Center for Central and Eastern Europe, GRID-Arendal), in the framework programme for PRTR capacity-building	Specific projects in countries needing assistance; training workshops, guidance materials and technical assistance, mostly separately funded; minimum of one subregional workshop per year; questionnaire, analysis of results	Ongoing	Staff time, meetings (travel + DSA for eligible participants), consultancy	125	205

Activity	Objective and expected outcome	Lead country, body or organization	Method of work	Approximate time frame	Estimated costs in thousands of United States dollars per year (average)		
					Item	Core requirements	Overall requirements
C. Information exchange on a technical level	Monitor and facilitate the implementation of the Protocol	Working Group of the Parties to the Protocol	Meetings of the Working Group of the Parties to the Protocol; ad hoc meetings; use of electronic tools	Ongoing	Staff time, meetings (travel + DSA for eligible participants), consultancy	69	103
D. Reporting mechanism	Monitor and facilitate the implementation of the Protocol; facilitate reporting, review of compliance and experience	Working Group of the Parties to the Protocol	Meetings of the Working Group of the Parties to the Protocol; optimization of synergies with the Task Force on Electronic Information Tools to the Convention; exchange on a technical level of information on the application of electronic information tools; use of the online implementation database in the Aarhus Clearinghouse for Environmental Democracy, the Virtual PRTR Classroom, the PRTR capacity-building activities matrix and e-reporting	Ongoing	Staff time, consultancy	34	53

Activity	Objective and expected outcome	Lead country, body or organization	Method of work	Approximate time frame	Estimated costs in thousands of United States dollars per year (average)		
					Item	Core requirements	Overall requirements
E. Awareness-raising and promotion of the Protocol and its interlinkages with other treaties and processes	Further the knowledge of the Protocol throughout the UNECE region and beyond, increase the number of Parties to the Protocol; further the application of the Protocol in the context of other multilateral environmental agreements and related processes (SAICM/ICCM)	Secretariat	Participate in key regional and international events and processes; provide support to workshops organized by others; prepare leaflets, publications, news bulletins and other materials; update website; write and review articles on the Protocol	Ongoing	Staff time, participation in relevant events where funding is not provided for by the organizers (travel and DSA), consultancy	34	53
F. Coordination and oversight of inter-sessional activities	Coordination and oversight of the activities under the Protocol, i.e., through the implementation of this work programme	Working Group of the Parties to the Protocol and the Bureau of the Meeting of the Parties	Meetings of the Working Group of the Parties to the Protocol; meetings of the Bureau as necessary; consultations among Bureau members using e-mail	Ongoing	Staff time	79	93

Activity	Objective and expected outcome	Lead country, body or organization	Method of work	Approximate time frame	Estimated costs in thousands of United States dollars per year (average)		
					Item	Core requirements	Overall requirements
G. Technical assessment of provisions of the Protocol	Drafting of recommendations on technical issues to the Meeting of the Parties, based on the assessment report(s)	Secretariat; Working Group of the Parties to the Protocol	Meetings of the Working Group of the Parties to the Protocol, electronic consultation; drafting of assessment report(s) on experience gained in the development of national PRTRs according to article 6 (2) of the Protocol	Ongoing	Staff time, consultancy	22	42
H. Horizontal support areas	Overall support that covers multiple substantive areas of the work programme	Secretariat	Secretarial support, staff training, equipment	Ongoing	Staff time	27	53
Subtotal						490	746
Programme support costs (13%)						64	97
Total						554	843

Abbreviations: DSA, daily subsistence allowance; ICCM, International Conference on Chemicals Management; PRTR, pollutant release and transfer register; SAICM, Strategic Approach to International Chemicals Management

Annex II

Estimated costs of the activities proposed in the Work Programme for 2011–2014 to be covered from sources other than the United Nations regular budget

		<i>Estimated cost in United States dollars per year</i>									
		2011		2012		2013		2014		2011–2014 average per year	
<i>Activity</i>	<i>Description</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>
A. Compliance mechanism											
Staff time	Professional support: 0.20 P4 (core), 0.20 P4 + 0.05 P3 (overall)	46 000	55 500	46 920	56 610	47 858	57 742	48 816	58 897	47 398	57 187
Travel, DSA (experts/participants)	Committee members, other participants (2 meetings of Compliance Committee per year)	40 000	60 000	40 000	60 000	40 000	60 000	40 000	60 000	40 000	60 000
Travel, DSA (staff)	Expert missions	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Subcontracts	Consultancy (off-site translation,, expert advice)	5 000	10 000	10 000	10 000	10 000	20 000	10 000	20 000	8 750	15 000
Subtotal		96 000	135 500	101 920	136 610	102 858	147 742	103 816	148 897	101 148	142 187
B. Technical assistance											
Staff time	Professional support: 0.30 P-4 (core), 0.30 P-4 + 0.20 P-3 (overall)	69 000	107 000	70 380	109 140	71 788	111 323	73 223	113 549	71 098	110 253
Travel, DSA (experts/participants)	Eligible participants (annual meeting of International PRTR Coordinating Group, workshops)	4 000	5 000	4 000	5 000	4 000	5 000	4 000	5 000	4 000	5 000
Travel, DSA (staff)	Workshops, seminars, trainings for participation at relevant events where no other funding is available	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Subcontracts		45 000	80 000	45 000	80 000	45 000	80 000	45 000	80 000	45 000	80 000
Subtotal		123 000	202 000	124 380	204 140	125 788	206 323	127 223	208 549	125 098	205 253

		<i>Estimated cost in United States dollars per year</i>									
<i>Activity</i>	<i>Description</i>	<i>2011</i>		<i>2012</i>		<i>2013</i>		<i>2014</i>		<i>2011–2014 average per year</i>	
		<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>
C. Information exchange on a technical level											
Staff time	Professional support: 0.15 P-4 (core), 0.15 P-4 + 0.05 P-3 (overall)	34 500	44 000	35 190	44 880	35 894	45 778	36 612	46 693	35 549	45 338
Travel, DSA (experts/participants)	Eligible participants (expert meetings)	0	0	8 000	12 000	8 000	12 000	8 000	12 000	6 000	9 000
Travel, DSA (staff)	Travel, DSA for participation at relevant events where no other funding is available	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Subcontracts	Consultancy (studies, publications, materials)	20 000	35 000	25 000	35 000	25 000	50 000	20 000	35 000	22 500	38 750
Subtotal		59 500	89 000	73 190	101 880	73 894	117 778	69 612	103 693	69 049	103 088
D. Reporting mechanism											
Staff time	Professional support: 0.10 P-4 (core), 0.10 P-4 + 0.05 P-3 (overall)	23 000	32 500	23 460	33 150	23 929	33 813	24 408	34 489	23 699	33 488
Subcontracts	Consultancy (studies, database development)	10 000	20 000	10 000	20 000	10 000	20 000	10 000	20 000	10 000	20 000
Subtotal		33 000	52 500	33 460	53 150	33 929	53 813	34 408	54 489	33 699	53 488
E. Awareness-raising and promotion of the Protocol and its interlinkages with other treaties and processes											
Staff time	Professional support: 0.10 P-4 (core), 0.10 P-4 + 0.05 P-3 (overall)	23 000	32 500	23 460	33 150	23 929	33 813	24 408	34 489	23 699	33 488
Travel, DSA (experts/participants)	Eligible participants	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Travel, DSA (staff)	Travel, DSA	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Subtotal		33 000	52 500	33 460	53 150	33 929	53 813	34 408	54 489	33 699	53 488
F. Coordination and oversight of intersessional activities											
Staff time	Professional support: 0.10 P-4 (core), 0.10 P-4 + 0.05 P-3 (overall)	23 000	32 500	23 460	33 150	23 929	33 813	24 408	34 489	23 699	33 488
Travel, DSA (staff)	Travel, DSA	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000

		<i>Estimated cost in United States dollars per year</i>									
<i>Activity</i>	<i>Description</i>	<i>2011</i>		<i>2012</i>		<i>2013</i>		<i>2014</i>		<i>2011–2014 average per year</i>	
		<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>
Travel, DSA (experts/participants)	Eligible participants (sessions of the meeting of the Parties, Working Group)	40 000	40 000	40 000	40 000	40 000	40 000	80 000	80 000	50 000	50 000
Subtotal		68 000	82 500	68 460	83 150	68 929	83 813	109 408	124 489	78 699	93 488
G. Technical assessment of provisions of the Protocol											
Staff time	Professional support: 0.05 P-4 (core),										
Subcontracts	0.05 P-4 + 0.05 P-3 (overall)	11 500	21 000	11 730	21 420	11 965	21 848	12 204	22 285	11 850	21 638
	Consultancy (collection and examination of case studies)	10 000	20 000	10 000	20 000	10 000	20 000	10 000	20 000	10 000	20 000
Subtotal		21 500	41 000	21 730	41 420	21 965	41 848	22 204	42 285	21 850	41 638
H. Horizontal support areas											
Staff time	Secretariat support (G-5): 0.25 (core), 0.50 (overall)	25 925	51 850	26 444	52 887	26 972	53 945	27 512	55 024	26 713	53 426
Subtotal		25 925	51 850	26 444	52 887	26 972	53 945	27 512	55 024	26 713	53 426
Total		459 925	706 850	483 044	726 387	488 264	759 075	528 590	791 916	489 956	746 057
Programme support costs (13%)		59 790	91 891	62 796	94 430	63 474	98 680	68 717	102 949	63 694	96 987
Grand total		519 715	798 741	545 839	820 817	551 739	857 754	597 306	894 865	553 650	843 044

Notes:

- (a) Some figures may change in accordance with United Nations administrative regulations.
- (b) The estimated costs shown here are limited to those intended to be covered by voluntary contributions made under the Protocol's scheme of financial arrangements, either through its trust fund or in kind. They do not include costs that are expected to be covered by the United Nations regular budget or other sources. Core figures are based on the supposition of one Professional (P) staff financed through the Convention's trust fund. Overall figures are based on the supposition of one-and-a-half Professional staff financed through the Convention's trust fund. It will be the policy of the secretariat to use resources in such a way as to maintain a steady level of staffing and to increase the numbers of extrabudgetary staff only if it considers that the higher staffing level can be sustained for a significant period.
- (c) Some elements of the Protocol's programme of work and their associated costs are duplicative of elements of the 2009–2011 work programme of the Convention (decision III/9, activities III, IV and V). The Parties to the Convention may wish to consider the implications for expenditure on activities concerning Pollutant Release and Transfer Registers in the 2009–2011 and 2012–2014 work programmes of the Convention arising from the adoption of the work programme of the Protocol.

- (d) Professional staff costs are estimated by multiplying expected staff time in each activity area by the projected collective annual salary costs for the core and overall scenarios. These collective salary costs are estimated at \$229,100 and \$325,100 per year under the core and overall scenario respectively (exclusive of 13 per cent programme support costs). These estimates are based on projections on salary levels of one P-4 staff member at 100 per cent for the core scenario and one P-4 staff member at 100 per cent and one P-3 staff at 50 per cent for the overall scenario.
- (e) In line with past practice, it is anticipated that some publications will be funded from the United Nations regular budget.
- (f) The generic annual salary level of \$103,700 for administrative support staff is used as the basis for core and overall scenarios.
- (g) Staff time for all activities includes a yearly inflation rate of 2 per cent on salaries.