

Project Account No: 2006- BDL- 1514-P100- 2661-
Cost to UNEP/SBC: US\$ 36 003

MEMORANDUM OF UNDERSTANDING (herein referred to as the "Memorandum"),

between:

**The Secretariat of the Basel Convention (UNEP/SBC),
United Nations Environment Programme
Environment House
15, Chemin des Anemones
1219 Chatelaine
Geneva, Switzerland**

and

**Slovak Environmental Agency (SEA)
on behalf of Basel Convention Regional Centre in Bratislava
(herein referred to as "SEA on behalf of BCRC Bratislava")**

Hanulova 5/D
844 40 Bratislava
Slovak Republic

Under the terms of this Memorandum, it is hereby agreed that:

1. The Basel Convention Regional Centre for Training and Technology Transfer for the Central and Eastern European region, in close collaboration with the Secretariat of the Basel Convention (UNEP/SBC), shall implement a project entitled " Strategy on the management of the biomedical (healthcare) waste " as described in the project description attached as Annex I to the present Memorandum. The project aims at promoting environmentally sound management of health care wastes in the Former Yugoslav Republic of Macedonia. The main objective of the project is to assess the current situation so as to identify the most problematic issues faced by FYR Macedonia in dealing with healthcare waste and to prepare a strategy for environmentally sound management of health care waste in FYR Macedonia.
2. The SEA on behalf of BCRC Bratislava, under the supervision and in consultation with UNEP/SBC, shall carry out the following activities in accordance with the Project Timetable attached as Appendix B of Annex I to this Memorandum:
 - a) Select and retain the services of a project manager to assist in undertaking, monitoring and evaluating the implementation of the activities under the present Memorandum, as set out in the Terms of Reference contained in Appendix D of Annex I to this Memorandum;
 - b) Develop a general questionnaire to be transmitted, together with the health-care waste management inventory questionnaires set out as Annex 6 of the publication entitled "Preparation of National Health Care Waste Management Plans in Sub-Saharan Countries" to the relevant authorities and contact persons in FYR Macedonia seeking information on the current situation in health care waste management practices;

- c) Collate and analyse responses received to the questionnaires developed under section 3(b) of the present Memorandum, in order to assess the current situation of health care waste management in FYR Macedonia;
 - d) Develop a national strategy for the environmentally sound management in hazardous wastes in FYR Macedonia, based on the abovementioned analysis, in consultation with relevant stakeholders;
 - e) Organize a national workshop to present and seek comments on the strategy developed under section 3(d) of the present Memorandum;
 - f) Following the outcome of the above-mentioned workshop, finalise and disseminate a report on the workshop and the national strategy for the environmentally sound management in hazardous wastes in FYR Macedonia, revised to take into account comments from the workshop, to the relevant stakeholders.
3. SEA on behalf of BCRC Bratislava shall submit to UNEP/SBC, draft and revised final versions (taking into account UNEP/SBC's comments thereon) of the following documents in English:
- a) Two interim progress reports, the first to be submitted six months after entry into force of the present Memorandum, and the second to be submitted twelve months after entry into force of the present Memorandum;
 - b) Expenditure Report, upon completion of activities under the present Memorandum, as provide under paragraph 7 of the present Memorandum;
 - c) Terminal Report, which provides a summary of the activities and outputs of the project, upon completion of activities under the present Memorandum;
 - d) Final Project Report, within 2 (two) months of the conclusion of the national workshop to be organised pursuant to paragraph 2(f) above, which shall enclose an Executive Summary and shall include:
 - i. An assessment of the current situation in health care waste management in FYR Macedonia (prepared in accordance with paragraph 2(c) of the present Memorandum);
 - ii. A national strategy for the environmentally sound management in health care wastes in FYR Macedonia (prepared in accordance with paragraph 2(d) of the present Memorandum);
 - iii. A report of the national workshop in which the national strategy on the environmentally sound management in health care wastes in FYR Macedonia was presented (prepared in accordance with paragraph 2(f) of the present Memorandum).
4. UNEP/SBC shall:
- a) Provide technical support and assist SEA on behalf of BCRC Bratislava in the implementation of the activities listed in paragraph 2 above;
 - b) Provide comments and review the documents described in paragraph 3 above, in order to ensure its compliance with the terms of the project description (Annex I).
5. The project manager shall remain under the direct supervision of SEA on behalf of BCRC Bratislava.
6. The UNEP/SBC shall pay a sum not exceeding **US\$ 31,861** to SEA on behalf of BCRC Bratislava for the costs of the project in accordance with the budget contained in Appendix C of Annex I to the present Memorandum, to the following bank account:

Account No.: 7000076402
Bank ID number: 8180
IBAN: SKO 907200384040001150852

Beneficiary: Basel Convention Regional Centre SAŽP COHEM BA
Bank: Štátna pokladnica
Address: Radlinského 32., 810 05 Bratislava
Swift No.: NB SB SKBX

7. The disbursement of funds by UNEP/SBC to SEA on behalf of BCRC Bratislava on behalf of BCRC Bratislava shall be as follows:
 - a) **US\$ 23 895** (75% of the total sum) shall be paid upon the signature and entry into force of this Memorandum.
 - b) **US\$ 7 966** shall be paid upon receipt and acceptance by UNEP/SBC of the Final Project Report and Expenditure Report prepared by SEA on behalf of BCRC Bratislava.
8. SEA on behalf of BCRC Bratislava shall maintain a separate account for any disbursements pertaining to this Memorandum. Within two months of the completion of the activities identified in Appendix B of Annex I of the present Memorandum, SEA on behalf of BCRC Bratislava shall submit to UNEP/SBC a detailed breakdown of expenditures, duly certified by an authorised official of SEA. The expenditures will be reported by object of expenditure as per the budget contained in Appendix C of Annex 1 to the present Memorandum. The expenditure report shall be stated in US dollars and, where an exchange rate is applied in the preparation of the report, the applicable exchange rate shall be the official UN exchange rate for the month in which each of the items of expenditure was incurred. Any portion of cash advances remaining unspent or uncommitted by the BCRC Bratislava on completion of the activities under this Memorandum shall be reimbursed to UNEP/SBC within one month of the presentation of the expenditure report. In the event of any delay in such reimbursement, the BCRC Bratislava shall be financially responsible for any adverse movements in exchange rates.
9. The SEA on behalf of BCRC Bratislava shall retain, for a period of three years, all supporting documents relating to financial transactions under this Memorandum. If requested, the Slovak Environmental Agency shall facilitate an audit by the United Nations Board of Auditors and/or the Audit Service of the accounts of the Memorandum.
10. All correspondence regarding this Memorandum between the SEA on behalf of BCRC Bratislava and UNEP/SBC shall be addressed to:

At SEA on behalf of BCRC Bratislava

Dana Lapešová
Director
BCRC Bratislava
Slovak Environmental Agency
Hanulova 5/D
844 40 Bratislava
Slovak Republic
Tel: + 4212 6020 1639
Fax: + 4212 60201651

At UNEP/ SBC:

Ms. Sachiko Kuwabara Yamamoto
Executive Secretary
Secretariat of the Basel Convention
International Environment House

15, chemin des Anémones
Geneva, Switzerland
Tel.: 41 22 917 82 18
Fax: 41 22 797 34 54

with a copy to:

Mr. Nelson Sabogal
Senior Programme Officer
Secretariat of the Basel Convention
Tel.: 41 22 917 82 12
E-mail: nelson.sabogal@unep.ch

All correspondence regarding administrative and financial matters between the SEA on behalf of BCRC Bratislava and UNEP/SBC shall be addressed to



Administrative Officer
Secretariat of the Basel Convention
Tel.: 41 22 917 8227
E-mail: sbc@unep.ch

with a copy to:

Chief, Budget and Financial Management Service
United Nations Office in Nairobi
P.O. Box 67578
Nairobi, Kenya
Tel.: 2542 623 637
Fax: 2542 623 755

11. SEA shall indemnify, hold and save harmless and defend at its own expense UNEP/SBC, its officers, agents and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses, arising out of negligent misconduct of SEA on behalf of BCRC Bratislava or its employees in the performance of the terms of this memorandum.
12. For the purposes of this Memorandum, the SEA shall be considered as having the legal status of an independent contractor. Agents or employees of the SEA shall not be considered in any respect as being officials or staff members of UNEP/SBC.
13. SEA shall neither seek nor accept instructions from any authority external to UNEP/SBC in connection with the performance of its services under this Memorandum. SEA shall refrain from any action which may adversely affect UNEP/SBC or the United Nations and shall fulfil its commitments with fullest regard for the interest of the United Nations.
14. Any controversy or claim arising out of, or in accordance with the present Memorandum or breach thereof, shall, unless it is settled by direct negotiation be settled in accordance with UNCITRAL Arbitration Rules as at present in force. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.
15. Nothing in or relating to this Memorandum shall be deemed a waiver of any of the privileges and immunities of the United Nations.

16. The United Nations, UNEP, the Conference of the Parties to the Basel Convention and UNEP/SBC or their officials shall not be responsible for dealing with any legal action, claim or other demand arising from or attributable to the conduct of activities under this Memorandum. UNEP/SBC, its officers, agents and employees shall not be liable for damage arising out of negligent misconduct of SEA on behalf of BCRC Bratislava or its employees in the performance of the terms of this Memorandum.
17. This Memorandum shall be in effect from the date of the signatures of both parties and shall remain valid for a period of 24 (twenty-four) months from the date of entry into force. If there is more than one date of signature, the latest date shall be the date from which this Memorandum shall enter into effect.
18. This Memorandum may be terminated by either party before the expiry date of the Memorandum by giving notice in writing to the other party. The period of notice shall be 30 days. In the event of the Memorandum being terminated prior to its due expiry date in this way, SEA on behalf of BCRC Bratislava shall be compensated on a *pro rata* basis for no more than the actual amount of work performed to the satisfaction of UNEP/SBC. Additional costs incurred by UNEP/SBC resulting from the termination of the Memorandum by SEA on behalf of BCRC Bratislava may be withheld from any amount otherwise due to SEA on behalf of BCRC Bratislava by UNEP/SBC.
19. The United Nations Security Council Resolution 1373 of 28 September 2001 on the fight against terrorism shall be adhered to by SEA, failure to so adhere shall, without prejudice to other legal actions, lead to the immediate cancellation of the project.
20. No change or modification to this Memorandum shall be made except by prior written agreement between UNEP/SBC and SEA. SEA shall not assign, transfer, pledge, subcontract or make other disposition of this Memorandum or any part thereof, or of any of SEA 's rights, claims or obligations under this Memorandum except with the prior written consent of UNEP/SBC.

<p>Signed on behalf of UNEP/SBC</p>  <hr/> <p>Sachiko Kuwabara-Yamamoto Executive Secretary</p> <p>Date: <u>19.09.06</u></p>	<p>Signed for SEA on behalf of BCRC Bratislava</p>  <hr/> <p>Dana Lapešová Director</p> <p>Date: <u>19. 08. 2006</u></p>
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Annex I

Project Description

1.1. Sub-Programme: The Environmentally Sound Management of Basel Convention Priority Waste Streams: Biomedical and healthcare wastes

1.2. Title of the Project: Strategy on the management of the biomedical (healthcare) waste

1.3. Project number:

1.4. Geographical Scope: Former Yugoslav Republic of Macedonia (FYR Macedonia)

1.5. Co-operating Agencies: Basel Convention Focal Point and Competent Authority of the participating country, Basel Convention Regional Centre Bratislava (BCRC Slovak Republic), Secretariat of the Basel Convention (SBC), responsible people appointed by National Focal Points (NFPs) in each participating CEE country, World Health Organisation (WHO), Ministries of Health

1.6. Duration of the Project: 15 months

1.7. Cost of the Project: US\$ 31 861¹

1.8. Project Summary:

In a majority of European countries the EU waste management directives have been transposed into their national regulations. Based on the analyses of regulations of individual countries it was stated, that the attention paid to the issue of biomedical and healthcare wastes management has not been sufficient by now, hence the problem has not been treated enough in practice. An objective of the project is to carry out an assessment of the national Healthcare Waste Management (HCWM) in FYR Macedonia and to develop a national HCWM in FYR Macedonia. This project takes into account the needs expressed by the countries in the CEE region concerning the healthcare management and contained in the Business Plan for 2005-2006

¹ UNEP/SBC shall pay an amount not exceeding USD 31,861, which is derived from the USD 36,003 received as a voluntary contribution from Italy (received in the amount of €30,000). The remaining USD 4,412 of this contribution is assigned to account for the 13% Project Support Costs payable to UNEP.

Project Document and Appendixes

Section 1 – Project Identification

1. Sub-Programme: The Environmentally Sound Management of Basel Convention Priority Waste Streams: Biomedical and healthcare wastes

1.2 Title of project: Strategy on the management of the biomedical (healthcare) waste

1.3 Project Number:

1.4 Geographical Scope: FYR Macedonia

1.5 Co-operating Agencies: Basel Convention Focal Point and Competent Authority of the participating country, Basel Convention Regional Centre Bratislava (BCRC Slovak Republic), Secretariat of the Basel Convention (SBC), responsible people appointed by National Focal Points (NFP) in the participating CEE country, World Health Organisation (WHO), Ministry of Health

1.6 Duration of the Project: 15 months

1.7 Cost of the Project: US\$ 31 861²

Section 2 – Background and project Contribution to overall Sub-programme Implementation

2.1 Background

The disposal of wastes originating from health-care establishments (public and private) can have an effect on human health and well-being, the environment (air, water, soil, animals, plants, landscape) and issues relating to public security and order.

Concerning the composition of waste from healthcare establishments the waste is various and its specificity rests in a potential hazard for human health and environment.

The Strategic Plan for the implementation of the Basel Convention as well as the Ministerial Statement on partnerships for meeting the global waste challenge have the biomedical and healthcare wastes as a priority waste stream. The European Union considers the waste originating from healthcare establishments as a priority waste stream.

Hence, in 1994, the EU Commission recommended to develop guidelines focused on management of this waste type. In the long term this issue is also a subject of interest of the World Health Organization (WHO) and of the Basel Convention. The sixth meeting of the Conference of the Parties to the Basel Convention adopted the Technical guidelines on the environmentally sound management of biomedical and healthcare wastes to help the Parties of the Basel Convention with management of this waste type. During the COP 7 (25 – 29 November 2004, Geneva) the biomedical and healthcare waste was identified among the

² UNEP/SBC shall pay an amount not exceeding USD 31,861, which is derived from the USD 36,003 received as a voluntary contribution from Italy (received in the amount of €30,000). The remaining USD 4,412 of this contribution is assigned to account for the 13% Project Support Costs payable to UNEP.

priority waste streams again. The implementation of integrated approach in environmentally sound management of biomedical and healthcare wastes should be a challenge for the Parties of the Basel Convention. Also it is expected that Regional Centres of the Basel Convention will play a significant role in preparation and implementation of the pilot projects focused on priority waste streams.

In spite of the fact that many EU countries and other developed countries of the world have elaborated their concepts on biomedical and healthcare waste and have already implemented their own guidelines in practice, this specific issue has not been solved yet as a complex in many countries of Central and Eastern Europe.

WHO estimations show that hazardous waste contained in biomedical and healthcare waste represents 10% of the total production of biomedical and healthcare waste. Special attention should be given to the place of its origin due to the possible content of pathogenic or different toxic substances which under certain conditions will threaten human health and environment.

It is possible to reduce the amount of this hazardous waste streams by consistent separation or treatment in place of its origin. Subsequently, depending on waste type it is important to decide on environmentally sound manner of recovery or final disposal. In case of environmentally sound management with waste originating from healthcare establishments this does represent similar risk than the handling of other wastes. The environmental sound and effective management with waste will result not only in decreasing its amount but also in increasing the sanitary state of healthcare establishment and, last but not least, an economic benefit by decreasing expenditures for this item in the budget of the healthcare establishment.

In 2004 solid medical waste produced annually in hospitals and other health care facilities on country level has been assessed at about 1,235 tons, of which 371 tons generated annually in Skopje. The estimate for total medical waste (solid and liquid) in the Republic of Macedonia is around 1,739 tons for 2004 (Table 1).

Table 1: Medical Waste Data, 2004

Infectious		Potentially infectious		Toxic		Corrosive	
Solid (kg)	liquid (l)	solid (kg)	liquid (l)	solid (kg)	liquid (l)	solid (kg)	liquid (l)
Skopje							
114,000	45,000	257,000	66,870		38,890		635
Macedonia - total							
380,000	150,000	855,000	222,900		129,630		2,120
Medical drugs-solid phase (tablets, capsules etc.)				Medical drugs-liquid phase (infusion, solutions etc.)			
36,000 kg				2,000 l			

The waste arising in Macedonia is estimated between 828-934 ton/year.

The Law on Waste (article 73) describes medical waste as hazardous waste and the Minister of Environment, in agreement with the Minister of Health, shall describe in detail the manner of handling medical waste, the labelling and forms related to medical waste handling, as well as the types of medical waste the processing of which shall be prohibited.

The Macedonian Law on Waste also implements the polluter pays principle. Article 12 states that the generator and/or holder of waste shall cover all the costs generated during waste management, including the costs for waste collection, transportation, treatment, storage,

disposal, prevention and monitoring, as well as the costs for the rehabilitation measures for the damage caused by the waste or the damage that might be caused by the waste. Since the Law on waste is only recently adopted there is a great need for development and adoption of secondary legislation, as well as further implementing regulations. Separation of infectious waste at the source has been introduced but not enforced, so not all hospitals are separating medical waste and non-separated infectious waste is disposed of at the landfill together with the municipal waste. Safety management process in the Clinical Centre-Skopje is demonstrated by the process of segregation of solid medical according to the rules described in the Manual for safe management of solid medical waste from Health Care Facilities. MeW is separated into yellow bags and containers (for sharps), and after autoclaving transported to the central storage point near to the main building. The facility is marked with a sign of biohazard and locked. The same was going on in the Institute for Radiotherapy and Oncology with proper segregation and storage in the central storage point. The Public Enterprise "Komunalna Higijena"-Skopje collects, transports and incinerates solid medical waste from the most of the Health Care Facilities in Skopje: (three times per week). The safe management of solid medical waste only cover a few private clinics. Anatomic waste (from HCF in Skopje) is being buried in a special part of the cemetery "Butel" in Skopje according to a special procedure established many years ago. Highly toxic and corrosive liquid waste (chemicals) are kept in special drums (inox steel) in special storage points of the Health Care Facilities until disposal on the future Landfill for hazardous waste. Public Enterprise "Komunalna Higijena" also collects, transports and incinerates 300 kg/per week of solid medical waste from Health Care Facilities in Kumanovo (around 15.6 tons/per year). Public Enterprise "Komunalna Higijena" daily collects and transports 1.3-1.5 tons solid medical waste from the Health Care Facilities in Skopje to the Drisla incinerator. This is about 360 tons/per year. The incinerator has a capacity of 200 kg/hr and it does not have a separate air treatment system. It is estimated that the incinerator can treat all waste from Macedonia.

After burning of solid infectious waste, the remaining ash finally is disposed on the Sanitary Landfill "Drisla", near to the incinerator.

2.2 Legislative authority and Contribution to Sub-programme

The project contributes to reaching the following priority fields of the Strategic Plan for the implementation of the Basel Convention adopted in the COP 6/1 decision :

Field (a): Prevention, minimisation, recycling, recovery and disposal of hazardous and other wastes subject to the Basel Convention, taking into account social, technological and economic concerns

Field (e): Improvement and promotion of institutional and technical capacity-building, as well as the development and transfer of environmentally sound technologies, especially for developing countries and countries with economies in transition

Field (h): Co-operation and partnership at all levels between countries, public authorities, international organisations, the industry sector, non-governmental organisations and academic institutions

The project will implement the technical guidelines on the environmentally sound management of biomedical and healthcare management and use the guidance manual for the preparation of national health-care waste management plans in sub-Saharan countries.

2.3 Objective

The main objective of the project is to carefully assess the current situation to identify the most problematic issues, understanding the role and involvement of the main actors and stakeholders and to develop a national HCWM in FYR Macedonia for the prevention, minimization, recycling, recovery and disposal of biomedical and healthcare wastes taking into account the social, economic and technological development of the country.

Section 3 – Needs, Results and Assumptions

3.1 Needs:

- To map out the current situation in the area of biomedical and healthcare wastes management;
- To analyse the current situation and to propose realistic actions to solve problems existing in the country;
- To develop a strategy to implement a national HCWM in FYR Macedonia to improve the situation in the field on biomedical and healthcare wastes management.

3.2 Results:

3.2.1 An assessment of the national Healthcare Waste Management (HCWM) situation in FYR Macedonia

3.2.2 To develop a national HCWM in FYR Macedonia.

- To develop the legal and regulatory frameworks for HCWM
- To rationalise the HCWM practices within the hospitals of the country
- To suggest the development of a specific financial resources dedicated to HCWM
- To launch awareness, capacity building and training measures in health care waste management.
- To set up a monitoring plan
- To reduce the pollution associated with HCWM

3.3 Assumptions to achieve results:

- An active participation of FYR Macedonia in the project;
- An active participation of the Ministry of Health and other ministries as appropriate;
- Commitment from management and staff of health care facilities;
- Financial support from the Secretariat of the Basel Convention ³

3.4 Performance indicators

- Minutes of meetings held during the project implementation drafted and approved by competent authorities
- Questionnaires approved by competent authorities
- Questionnaires filled by health care institutions

³ In the amount of US\$ 36,000.

- Inventory based on information contained in questionnaires is completed
- Workshop results in dissemination of the project strategy to all stakeholders
- Publication is printed and delivered to interested parties

Section 4 – Outputs, Activities, Work Plan and Timetable, Budget, Follow-Up

4.1 Outputs:

There will be the following output from the project:

- Report
- Publication
- The report will be distributed to all the CEE countries

4.2 Activities:

1. Addressing the contact body of the Basel Convention of FYR Macedonia with the purpose to appoint contact experts;
2. To contact the Ministry of Health in FYR Macedonia by the NFP;
3. To contact the municipal service provision agencies and the private sector companies involved in HCW collection and treatment by the NFP;
4. To establish a National Project Steering Committee (NPSC) with representatives nominated by the Ministry of Environment and Health, and other ministries as appropriate, WHO, health care sector, academia, private sector and NGOs as appropriate to assist and guide the implementation of the project in the FYR Macedonia;
5. Development of a general questionnaire (draft and instruction for filling-out consulted with BCRC and SBC) and its distribution to the relevant contact persons;
6. To translate the health-care waste management inventory questionnaires into national language;
7. Sending and filling-out the health-care waste management inventory questionnaires from the project manager, in coordination with the representative of the FYR Macedonia to health care facilities (hospitals, health-care centers, medical laboratories, etc. see page 11 and 12 of the technical guidelines on ESM of biomedical waste);
8. Evaluation of questionnaires by the project manager and assessment of the HCWM situation. (a tabular and graphical presentation);
9. Development of the national HCWM strategy in FYR Macedonia ;
10. Comments to the national strategy by the relevant actors and stakeholders in the country and incorporation of the comments;
11. National workshop to present the national strategy;
12. Distribution of the final version of the strategy to the relevant actors and stakeholders;
13. Report to the BCRC Slovak Republic and to the Secretariat of the Basel Convention;
14. The final publication.

4.3 Work Plan and Timetable:

See Appendix B

4.4 Budget: US\$ 31 861

See Appendix C

4.5 Follow-up:

Elaboration of concepts, which could be useful for others similar projects, as requested, by decision 6/II of the sixth Conference of the Party (COP 6). Eventually methodological guidelines on management of biomedical and healthcare wastes in the countries of Central and Eastern Europe based on the needs of participating countries, if funding is available.

Section 5 – Institutional Framework and Evaluation

5.1 Institutional Framework:

5.1.1 Ultimate authority

The ultimate authority in managing the proposed project will rest with the UNEP/SBC.

5.1.2 Division of responsibilities

The UNEP/SBC will have the responsibility for formal oversight and monitoring of the proposed project, and for decision-making on matters such as work plan or budget variations, based on suggestions and proposals by the BCRC Bratislava.

The UNEP/SBC will support the BCRC Bratislava in all its activities as the preparation of background documents and the preparation of the report on the regional workshop.

The BCRC Bratislava will be responsible for the overall organization of the regional project. It will have the overall responsibility in preparing the background documents for the regional project.

The NFP of FYR Macedonia

The cooperating agencies will provide resource persons. The resource persons will support the BCRC Bratislava in the preparation of background documents. The resource persons will assist the regional project. The cooperating agencies, WHO and Ministry of Health of FYR Macedonia will also participate in the implementation of agreed follow-up activities in accordance with their mandates.

Machinery for implementation

The BCRC Bratislava will be responsible for the arrangement of all the project activities. It acts, therefore, as the main implementing agency having the overall responsibility for the reporting to the UNEP/SBC. The progress reports as well as the terminal and the financial report will be prepared and submitted by the BCRC Bratislava to the UNEP/SBC.

5.2 Addresses for correspondence: (for the MOU)

All correspondence regarding substantive and technical matters should be addressed as follows:

■
For the UNEP/SBC (each part to receive a copy of all correspondence):

Ms. Sachiko Kuwabara Yamamoto
The Executive Secretary
Secretariat of the Basel Convention

International Environment House
15, chemin des Anémones
Geneva, Switzerland
Phone: +41 22 917 82 18
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Mr. Nelson Sabogal
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For the BCRC Bratislava:

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E-mail: dana.lapesova@sazp.sk

5.3 Evaluation:

The proposed project will be subject to a self-evaluation to ensure efficiency, cost-effectiveness and accountability.

Section 6 – Monitoring and Reporting

6.1 Progress reports

- Two progress reports (December 2006, June 2007)

6.2 Terminal report

6.3 Financial report

6.4 Terms and conditions (Responsibility for cost overruns)

6.5 Report of the project

Appendix A: Detailed list of Participant in the project

FYR Macedonia

Mr. Sokol Klincarov
Head of EIA Department
Ministry of Environment and Physical Planning
Drezdenska str. 52
1000 Skopje
Phone: + 389 2 3066 930 ext. 125, 149
Fax: + 389 2 3066 929
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(responsible person)

Ms. Ana Petrovska
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Ms. Dr. Marina Domazetova
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Republic institute for health protection
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E-mail: pdomazetova@yahoo.com

Ms. Angelina Bacanovic
Legal officer
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Republic institute for health protection
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1000 Skopje
Phone: + 389 2 3113429 or +389 2 3126 206

Appendix B: Activities and Work plan

Work Plan and Timetable: FYR Macedonia

No	Activity	Months														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Addressing the contact body of the Basel Convention of FYR Macedonia(an appointment of expert involved in the project)															
2	Contact the Ministry of Health in the country															
3	To contact the municipal service provision agencies and the private sector companies involved in HCW collection and treatment by the NFP															
4	To establish a National Project Steering Committee (NPSC) with representatives from the Ministries of Environment and Health, and other ministries as appropriate, WHO, health care sector, academia, private sector and NGOs as appropriate to assist and guide the NFP in the implementation of the project in the FYR Macedonia															
5	Development of a general questionnaire and its distribution to the relevant contact persons															
6	Translation of the health-care waste management inventory questionnaires into national language															
7	Sending and filling-out the health-care waste management inventory questionnaires															
8	Evaluation of questionnaires by the project manager and assessment of the HCWM situation															
9	Development of the national HCWM strategy in FYR Macedonia															
10	Comments to the national strategy by the relevant actors and stakeholders in the country and incorporation of the comments															
11	National workshop to present the national strategy															
12	Distribution of the final version of the strategy to the relevant actors and stakeholders															
13	Report to the BCRC Slovak Republic and to the Secretariat of the Basel Convention															

14	The final publication																
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Appendix C: Project Budget

			In-kind	BD Technical co-operation	Total
			\$	\$	\$
10	Project personnel component				
1100	Personnel				
	1101	BCRC Support		7000	
	1102	SBC Support ⁴	14500		
	1199	Sub-total	14500	7000	
1200	Consultants				
	1201	Project Manager			
1400	Volunteers				
1600	Travel on Official Business				
	1601	Project Manager Travelling		1000	
	1602	SBCS Staff		1500	
	1699	Sub-total		2500	
1999	Component Total		14500	9500	
20	Sub-contract Component				
2300	Sub-contracts				
	2301	Sub-contract with Project Manager FYR Macedonia		15000	
2999	Component Total			15000	
40	Equipment and Premises			1000	
4999	Component Total			1000	
50	Miscellaneous Component				
5100	Operation and Maintenance of Equipment				
	5101	Rental and Maintenance of Computer Equipment		500	
	5102	Rental and Maintenance of Photocopying Equipment		500	
	5199	Sub-total		1000	
5200	Reporting Costs				

⁴ In-Kind contribution of SBC equivalent to one month salary of a P-5.

	5201	Preparation and Printing of Final Publication		2500	
	5202	CD-ROM Preparation		1000	
	5299	Sub-total		3500	
5300		Sundry			
	5301	Communications (phone, fax)		1000	
	5302	Postage and pouch charges		700	
	5302	Miscellaneous		161	
	5399	Sub-total		1861	
	5999	Component Total		6361	
	99	Grand Total			
		Total Operational Costs		31861	
		UNEP Administrative Costs (13%)		4142	
	9999	Total Budget		36003	

Appendix D: Terms of Reference for the Project Manager

The Project Manager will be contracted by BCRC Bratislava in consultation with the NFP of FYR Macedonia. UNEP/SBC shall approve the nomination for the Project Manager before this individual is contracted by BCRC Bratislava.

The Project Manager shall act as the main contact for the implementation of the project “Strategy on the management of the biomedical (healthcare) waste”. The Project Manager will assist the Director of the Centre in leading, monitoring and evaluating the implementation of the project’s substantive activities. The Project Manager will be guided and supervised by the Director of the Centre, and will report on his/her substantive activities to the Director of the Centre.

Qualifications

In order to accomplish these tasks, The Project Manager must be selected from among candidates with proven competencies, education, experience and languages as follows:

1. To have a strong academic background in a relevant field;
2. To have the experience in the co-ordination of environmental projects;
3. To have a wide experience in hazardous waste management, in particular on health care waste management;
4. To have a relevant university degree in Engineering, environmental or earth sciences, or in other discipline relevant to the scope of work, combined with relevant experience;
5. To be team oriented, have strong analytical and drafting skills;
6. To be fluent in English.