



Basel Convention Regional Centre for Training and Technology Transfer for Arab States in Egypt

**Minutes of the Third Meeting of the Project Steering Committee
(PSC-3)
16 January 2008, Cairo**

- Project:** Capacity Building for the Implementation of the Basel Convention
- Sub-programme:** “A Better Environment for Human Health and Well-Being”.
(Funded by the Government of Finland).
- Project Title:** The Basel Convention Regional Centre for Training and Technology Transfer for Arab States in Cairo - Capacity Building for the Implementation of the Basel Convention
- Project Number:** BD/6010-06-02- IMIS No: BDL-1514-2985-2661

Participants

Official Members

Member	Representative Name
Egypt (Host Country)	Mr. Adel El Shafee
Algeria	Mr. Karim Baba
Bahrain	Mr. Abdel Mohsin Al Mohmoud
Jordan	Dr. Mohammed El Kheshashna
Tunisia	Mr. Khames Oueslati
United Arab Emirates	Hussain Ali Abdul Qader Al Kethairi
Government of Finland (Donor Country)	H.E. Ms. Merja Sundberg, Counsellor Embassy of Finland in Cairo Ms Sinikka Roos, Ministry for Foreign Affairs Mr. Raimo Lilja (Review Missioin Consultant to the Ministry of Foreign Affairs of Finland)
Secretariat of the Basel Convention	Mr. Nelson Sabogal
BCRC-Egypt	Prof. Dr. Mortada El-Aref Dr. Said Dahroug

Invited Observers

Affiliation	Representative Name
Day of Hospital (NGO)	Dr. Abdul Salam Al Bana
League of Arab States	Ms. Fatma Al Malah
Egyptian Foreign Affairs	Mr. Kareem El Sadat

1- Opening of the Meeting

Prof. El Aref opened the meeting with warm welcome to the participants and highlighted the importance of the meeting as it has proceeded with the Mid-term review. He also, reflected his first impression of the performance of the BCRC-Egypt as perceived from the discussions with the review team as good. He indicated that during the year 2008 BCRC-Egypt will seek excellence in operation and appealed to the members of the PSC to save no effort to support the operation of the BCRC-Egypt towards excellence. He finally, acknowledged the Government of Finland for their generous and continuous support and commitment towards the Government of Egypt and the BCRC-Egypt, and commended the review team for their work and positive observations.

Mr. Nelson Sabogal confirmed that the meeting is crucial after the review team have gone through, and much closer to all the activities of the BCRC-Egypt. He commended the BCRC-Egypt to the effort done for the preparation and support to the review team. He highlighted the usefulness of the CD prepared and distributed by the BCRC-Egypt to the review team one month before the mission. He also, thanked the review team colleagues (from

Algeria, Bahrain, Egypt, Jordan and Finland) as well as the Director, Project Facilitator and staff of the Centre for the efforts done during the two-day mission. He finally indicated the need to discuss the long term sustainability of the BCRC-Egypt during this important meeting and concluded with deep appreciation to the Finland government not only for their support to the BCRC-Egypt but also to the SBC.

Ms. Sinikka Roos started with thanking Prof. El Aref and the BCRC-Egypt staff for the good organization and preparation of the meeting and for the support provided to the review mission. She highlighted that the review showed good beginning and that future prospects are promising. She indicated that the government of Finland will be open for suggestions from the PSC meeting and from the review team, and concluded with best wishes for a successful meeting.

2- Adoption of the Agenda

H.E. Ms. Merja Sundberg proposed a slight change in the order of the agenda and to have the review mission briefing after the presentation of proposed 2008 workplan. The proposal was approved by the members and the following agenda was adopted.

Time	Activity
Wednesday, January 16th. 2008	
10:30 – 10:45	Welcome and opening speech by Director of the BCRC-Egypt, SBC and the Finland Government Representatives.
10:45 – 10:50	Presentation of the Agenda items and adopting the Meeting Agenda, and Approving the participation of observers. (BCRC-Egypt Director)
10:50 – 11:10	Presentation of the 2007 work progress <ul style="list-style-type: none"> - Overall progress and challenges - Components detailed progress
11:10– 11:40	- Presentation of the Work Plan for 2008
11:40 – 12:10	Mid term review Briefing
12:10 – 13:00	Discussions, recommendations and decisions
13:00 – 14:00	Lunch
14:30 – 15:00	Other issues
15:00	Date and venue of the next Project Steering Committee Meeting (PSC-4)

3- Presentation of the 2007 work progress

Dr. Mortada El Aref made a short presentation over viewing the BCRC-Egypt activities and expenditures since 2003 until the end of 2007. He presented some comparisons and statistics that reflect the BCRC-Egypt increased rate of activities since the onset of the Finland funded project (82% from 2006 to 2007 and 18% from 1998 to 2005). Prof. El Aref presented the main outputs of the project including the governance activities, consultancies, training workshops and courses, pilot and special projects, assistance and advisory services to the countries on the region, publications and dissemination of the results, and promotion and public awareness including the statistics on the use of the web site. He also, presented the financial statement of the BCRC-Egypt as of end of December 2007. He expressed his concern about the activities of 2008 in view of the budget proposed and the progress achieved during the years 2006 and 2007. He then requested the members to approve an extension of the project; at no extra cost, in case that BCRC-Egypt could not finalize the listed activities by the end of 2008. He also asked the members to approve the extension of the contract of the Project Facilitator till the end of 2008 due to the load of work and the limited human resources available to work with BCRC-Egypt. He finally concluded that a fourth PSC meeting will be necessary at the end of this year to assess the progress and provide the necessary guidance as to the future of the BCRC-Egypt.

Presentation of Prof. El Aref is attached as **annex (1)** for reference.

4- Presentation of the Work Plan for 2008

Dr. Saied Dahroug, the Project Facilitator, made two successive presentations. The first focused on the logic of the activities, progress, constrains and outcomes of the 2007 workplan, and the second presentation focused on the work plan for the year 2008. Dr. Dahroug clarified the issue of the expenditures during 2006 and 2007 and the budget available for 2008. He notified the members of the possible increase in the budget of 2008 due to gains in the EURO/Dollar exchange which may increase the budget available for 2008 with about US\$ 80,000. Exact gains should be provided by the UNEP Office in Nairobi before a final workplan for 2008 can be prepared. He appealed to Mr. Nelson Sabogal to follow up and update regarding this issue of budget gains.

Mr. Nelson Sabogal explained how the financial issues of the project are handled in Nairobi and provided a clarification as to the UNEP cost (Programme Support Cost) appeared in the budgets and financial statements of the project. Regarding the proposed Work Plan for 2008 he indicated the importance to coordinate with the WHO and the SBC and utilize their technical guidelines, manuals when conducting the Health care and biomedical waste management workshop, and to also make use of the experience gained by the Slovak Centre in this respect. As for the enforcement workshop he recommended to contact BCRC-Indonesia and the BCRC-Argentina.. .

Mr. Adel Shafii, the representative member for Egypt wondered if the Finland Funds could be exempted from paying this UNEP cost. Also, Prof. El Aref wondered if the operation of the BCRCs can be financed through the contribution of the member countries to the trust fund of the Basel convention.

Mr. Nelson Sabogal informed that UNEP is considering this matter in the context of the process for the wider consideration of the Programme Support Costs charged by UNEP as a whole, which would include consideration of both the Basel Convention Trust Fund and the Basel Convention Technical Cooperation Trust Fund. Presentations of Dr. Dahroug are attached for reference as **annex (2)**

5- Briefing on the Mid-term review

Mr. Nelson Sabogal, after commending BCRC-Egypt work and assistance to the Mid-term review, presented the findings and recommendations of the review team. He indicated that the work of the review team focused on guidance for more efficient implementation of future activities rather than criticize the work done by the centre.

Mr. Nelson went on presenting the recommendations of the Mid-term review team attached as **annex (3)**.

6- Discussion, recommendations and decisions

6.1 Following the presentations, the following issues have been raised and discussed:

- 1- **Egypt:** review mission report should use the SBC language (as the report will be submitted to other bodies within SBC and other BCRC's; using same language will be more efficient); fact sheets by the SBC has to be considered; Egypt is in the process to practice a twinning project in chemicals and hazardous waste in the framework of the twinning processes funded by the EU, experience in twinning in chemical and waste management should be consulted. Egypt representative also highlighted that institutional and financial sustainability of the BCRC-Egypt should be a major issue in this mid-term period and need further urgent actions from all concerned parties (SBC, BCRC-Egypt, host country and countries served by the centre).
- 2- **Finland:** high relevance of the activities in the member countries, support the recommendations of the review team, establish partnership with industry through pilot projects, need for English reporting for all activities of BCRC-Egypt, project progress monitoring should be devised, concern regarding procurement of consultancy services and contracting government officials; and sustainability (broaden staff, revision of workplan for 2008, need for extension at no extra cost).
- 3- **Jordan:** comments regarding 2008 workplan
 - a. Link workshops to pilot projects

- b. The work shop on “Monitoring and auditing hazardous waste generation should be preceded by a pilot project; Jordan welcomes hosting the workshop and the pilot project.
 - c. To have e-waste pilot projects (in the four countries supported by the BCRC-Egypt for e-waste assessment) before developing the e-waste regional strategy.
- 4- **League of Arab States:** Environment Ministers acknowledge the work done by BCRC-Egypt during LAS meetings, could help raise funds for BCRC-Egypt activities from the Arab Fund (based in Kuwait) and from the Islamic Fund (based in Jeddah, Saudi Arabia), and supports very much the initiatives of the BCRC-Egypt.
- 5- **NGO:** NGO proposed joint activity with BCRC-Egypt to enhance the role of NGOs in Hazardous waste generation monitoring, impact and management, have dbase regarding NGOs active in chemicals and chemicals related issues and willing to utilize experience to assist in promoting BCRC-Egypt activities in the countries of the region through the NGOs network.
- 6- **BCRC-Egypt:**
- a. Institutional & Financial Sustainability of the BCRC-Egypt is a crucial issue to be looked at.
 - b. Possible extension into 2009 may be required to implement activities proposed for 2008, first due to late start of the project to the regional implementation nature, and the weak response of the beneficiary countries that slow down the implementation process.
 - c. Need for developing services package to promote to the countries of the region.
 - d. Need to develop internal regulations of BCRC-Egypt to allow charging overhead fees for projects and activities implemented in collaboration with donor countries, the SBC, international conventions, organizations and regional bodies, selling publications, and for applying fees for the use of BCRC-Egypt logo to secure BCRC-Egypt operation cost.
- 7- Other issue raised and discussed:
- a. Technology transfer should be reflected in the fact sheets to be developed by BCRC-Egypt.
 - b. Illegal traffic of wastes will be discussed in the 10 Special Session of the UNEP Governing Council (20-22 feb. 2008 Monaco) , BCRC-Egypt should follow up with the decisions of the meeting to take into consideration while preparing the regional strategy and action plan for combating illegal traffic, and need also to take into consideration Barcelona Strategy and PERSEGA activities into the regional strategy for illegal traffic proposed component. Needs of the countries affected by the tsunami of 2004 (Yemen, Somalia, Djibouti, and Comoros) which uncovered illegal dumps, have to be considered.

- c. MPPI guidelines need to be considered in the proposed e-waste strategy especially the one on Transboundary movement.
- d. E-waste management in Cairo University is not relevant to the scope of the BCRC-Egypt and should be excluded.
- e. Obsolete pesticides project of EEAA should be reformulated to a case history for documenting best practices
- f. Junior experts to work at the centre as contribution from member countries.
- g. Using senior officials as on-the-job trainers for selected regional counterparts.
- h. Quality rather than quantity of activities should be the considered.
- i. How recommendations of the review missions will be incorporated
- j. Need to extend contract of the Project Facilitator until end of 2008.
- k. Pilot projects to be implemented first and dissemination of experience in workshops follows.
- l. The need of dissemination of results.

6.2 Decisions

BCRC-Egypt Director proposed that many issues have been raised and discussed amply and proposed to go over the workplan for 2008 to endorse, amend or drop activities as needed; the members agreed as to the proposal and the following have been agreed upon:

- 1- To drop activity 3.2.1 on health care, biomedical and pharmaceutical wastes from the 2008 activities and to include a session in workshop of activity 3.2.3 (Monitoring and Auditing Hazardous Wastes Generation and Management facilities in the industry sector) regarding management of hazardous waste stream from Pharmaceutical industries). Therefore, Monitoring and Auditing Hazardous Wastes Generation and Management facilities in the industry sector will have a side event on management of hazardous waste stream from Pharmaceutical industries. A pilot project linked with this activity should be conducted. Jordan is suggested for the pilot project and host of the workshop.
- 2- Activity 3.2.2 on hazardous waste management legislations, law enforcement mechanisms and resource mobilization should be linked with the activity 3.3.10 (Development of Hazardous Wastes Legislation for Mauritania). Tunis offered to host the workshop and to arrange for a site visit to the waste management facility.
- 3- Activity 3.2.4 (Regional workshop for promoting the Sound management of hazardous wastes within the context of the Basel Convention among regions NGOs) should focus on industry related NGOs.
- 4- Exclude for the time being activity 3.3.1 on Developing regional strategy for e-waste management and feasibility for regional e-waste recycling facility as the e-waste issue is taken by other regional organizations (e.g CEDARE).
- 5- Activity 3.3.2 on Assessing Hazardous wastes generation and practices and preparing a waste management plan for Cairo University Research

- labs inside its campus should be reformulated to reflect a BCRC-Egypt capacity building activity aims at waste minimization in Cairo University.
- 6- To drop activity 3.3.5 “Campaign for raising awareness among Cairo University students, staff and assistant staff regarding e-waste management” as is not very much relevant to the priorities mandated to the BCRC-Egypt in the project document.
 - 7- Activities 3.3.3 (Developing regional strategy and action Plan for combating illegal traffic of hazardous wastes in the Arab region), 3.3.7 (hazardous waste inventories in Egypt, Syria and Sudan) and 3.3.9 (Development of best practices for the management of hazardous wastes from traditional industries – Case history in Morocco) are endorsed as approved in PSC-2.
 - 8- Activity 3.3.8 (Compilation of comprehensive guidelines for sound management of liquid hazardous wastes) should focus on institutional and administration issues related to liquid waste management and should include case studies from the region, and should include the provisions and guidelines of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78) as reference.
 - 9- Activity 3.3.4 (Development of project concepts based on region’s needs to be submitted to Donors) should be reformulated to reflect preparation of a business plan for the BCRC-Egypt.
 - 10- Activity 3.3.6 (Incinerating Obsolete Pesticides in cement rotary kilns in Egypt; a case study) should be reformulated to reflect a documentation for case study on capacity building for the destruction of obsolete pesticides. A letter should be sent to EEAA to urge the reformulation.

Other issues approved:

- a- Having a Fourth Meeting of the Project Steering Committee (PSC-4) by November 2008.
- b- Extension of the project into 2009 if deemed necessary to be endorsed during Fourth Meeting of the Project Steering Committee (PSC-4).
- c- Extension into 2009 could be a bridging phase towards conceptualization of a second phase of the project.
- d- Extending the contract of the Project Facilitator till the end of 2008.
- e- Call for activities proposals to be circulated to the member countries for the preparation of the business plan and for identification of a second phase of the project if applicable.
- f- End of January 2008 to submit the revised work plan

Final remarks

Dr. El Aref thanked all the observers and participants for their participation which added a great value to the discussions. He also urged Jordan and Egypt to submit the “monitoring and auditing HW generation from industries” and the reformulation of the “incinerating Obsolete pesticides” pilot project concept papers, respectively, in written at their earliest convenience so that BCRC-Egypt incorporate into the workplan before circulation for endorsement by the end of January.

7. The meeting was closed at 5:15 pm.

Annex (1)

Presentation of BCRC-Egypt Director on overall progress (attached)

Annex (2)

Presentations for 2007 progress and 2008 workplan (attached)

Annex (3)

Recommendations of the Mission of the Mid-Term Review

1. On operation and implementation of the project:
 - 1) Develop a “baseline” for each country served by the BCRC-Egypt to be posted on the web and circulated, real cases of Egypt, Jordan and Tunisia (to be ready by July 2008), later to circulate to the rest of the countries. Deadline for preparing the baseline is 15 March 2008 and deadline for feedback is 15th April 2008.
 - 2) Extract information for the baseline from presentations of countries in the workshops.
 - 3) Develop an achievement indicator system regarding progress in the implementation of the project: Formulate achievement indicator for each of the expected results. Compile baseline for each participating country, as states above. Use national information available from “Country fact sheets” published by SBC as indicators progress. Update information annually.
 - 4) Prepare a report regarding the activities of the BCRC-Egypt and the list of countries benefited and uses this to appeal to the decision makers to promote the support among the member countries through the Minister of Foreign Affairs and the Minister of Environment, with a copy to be send to the SBC. Cooperation with staff support to assist the Centre and to have on hand training with the Centre.
 - 5) Implement the recommendations and conclusions of the projects by the countries towards ESM of hazardous wastes and other wastes. To indicate this in indicators and in the baseline.
 - 6) Repeat tailored training according to sub-regional needs (e-wastes and inventories).
 - 7) Emphasize the identification of the target groups for the workshops.
 - 8) Prepare Executive summary in English of the report on policies and strategies.
 - 9) Commend the participation in the workshops and also commend the promotion of the workshops through the media, documentation and reporting.
 - 10) Pilot projects should be following up activities to workshops.
 - 11) Strengthen cooperation with the Green customs initiative. Arabic version should be pursued.
 - 12) Enhance the role of NGOs in the activities of capacity building and training. Further research for active related NGOs, like industrial NGOs, industrial chambers, Federations.
 - 13) Review the 2008 workplan considering the experiences from previous years it is doubtful that so many new activities could be properly managed.
 - 14) Follow up on the recommendations of the meetings of the Project Steering Committee. (For example the case regarding the NEPAD project that was not achieved).

2. General recommendations

- 1) Institutional sustainability. The Centre to develop a proposal on how to operate and sustain the Centre from the institutional and operational point of view. Road map. Strategy.
- 2) Increased financial sustainability. Develop products from legal and institutional advisory services and duplicating the training courses. Broadening the scope of services also to other international environmental conventions regionally. Merging activities with UNIDO CP Center? Role of Arab League in financing and dissemination? Developing HW related laboratory services or laboratory quality management services?
- 3) Resource mobilization. Approach Kuwait fund. Contribution in kind by providing staff, sending junior experts to work at the Centre as contribution from member countries.
- 4) More efficient dissemination. On-the-job training of key officials in passive Arab countries. Life practice in the twining activities going on in the countries of the region, for example, Egypt, Jordan, Tunisia. Practical cases, experiences of technology transfer as done by Tunisia with Cote d'Ivoire.
- 5) Offer the most competent consultants to deliver presentations in seminars and conferences arranged by national or international institutions. Sending senior officials to assist in the job training of the colleagues.
- 6) Establish links to cooperating organizations web site and vice versa.
- 7) Promote success stories in the newsletter and on the web site involving the focal points for material preparation. Produce real life success stories in cooperation with companies and public institutions actually offering HWM services.
- 8) Make sure to disseminate the guidelines to the Arab countries (whom should use these guidelines should prefaced the publications). Best practices and experiences from the Arab countries.
- 9) Offer training programs with revenue by the BCRC-Egypt.
- 10) Continue the excellent quality of publications. To strive towards knowledge Centre.
- 11) Approach potential donors (technology transfer, request from the countries project proposals) with proposals that are fulfilling the needs of the countries.
- 12) Encourage focal points to formulate their needs in a project proposal.
- 13) Circulate the UNEP project manual to the focal points and advice to prepare proposal in the UNEP format. (Available at: <http://www.unep.org/pcmu/project%5Fmanual/>).
- 14) Increase cooperation with industry to assess their needs and willingness in public-private partnership in HWM. Especially work with regionally active companies that are providing or could provide HW management services.

Develop at least one pilot project in this field. Topics relevant to industry include e.g. treatment and minimization of liquid HW and upgrading industrial landfills to meet HW landfill status. Invite companies in workshops as speakers or participants in working groups.

