

REPUBLIC OF BURUNDI



MINISTRY OF ENVIRONMENT, AGRICULTURE AND LIVESTOCK



First training workshop held on 4-5 sept. 2018



Second training workshop held on 18-19 oct. 2018



Third training workshop held on 27-28 nov. 2018

INTERIM PROGRESS REPORT

National Executive Agency: OBPE

Sous le financement de l'ONU pour l'Environnement



Bujumbura, 10th december 2018

I. Interim progress report

1. Identification:

Partners Name: Burundian Office for Environment Protection (OBPE)

Budget line:

POW 2017- 2020 Sub-programme: Environmental Governance

Expected Accomplishment(s):

- 110 participants have sufficient knowledge on the stakes of the Cartagena Protocol and the BCH operation;
- Rules of the NAC and NFP defined by participants;
- Procedures and/or mechanisms for all information providers which can facilitate flow of information identified;
- Three among ten participants trained during the last workshop appointed as national authorized users

Output(s):

- Capacities for effective participation by finding and registering national information in BCH enhanced;
- Knowledge on stakes of the Cartagena Protocol improved.

Title of the approved PRC project: UNEP-GEF Project for Sustainable Capacity Building for Effective Participation in the BCH

SSFA starting date: 23/2/2018

Reporting period: from 4/9/2018 to 10/12/2018

2. Summary of Status

Since Burundi received the funds of share UNEP-GEF project to implement BCHIII project, the National Execution Agency (OBPE) directly put itself at work by organizing the workshops including 2 with the support of the Regional advisors and another animated by the National Focal Point. It is true that there were certain adjustments which allowed the success of the 3 workshops. Indeed, the first workshop was held in Bujumbura in dates of the September 4th-5th, 2018 with a Regional advisor (Mohamed

Elyes), the second which should be the third proceeded in Gitega in dates of the October 18th-19th, 2018 because envisaged to these dates with the National Focal Point (Alphonse Fofu) and the third which was the second according to the SSFA was deferred twice for reasons not depending on the organizers but was held in dates of the November 27th-28th, 2018 with a Regional advisor (Honore Appia Assamoi). In short, Burundi finished the 3 workshops and 110 people have been trained. Furthermore, among participants in the last workshop, three have been appointed by the CDB NFP as national authorized users.

3. Activity delivery status

Activity	Description of work undertaken during reporting period	Deliverables	Delivery date	Status of Activity (complete/ on-going/ delayed)	Comments - brief description of implementing challenges, strategy/actions which have been adopted to address these challenges and planned actions to mitigate any identified risks
Activity No1: Sensitization and capacity building of key stakeholders (Government, parliamentary, civil society, broadcast media, farmers, NGOs, civil society, researchers, police man, international institutions and students representatives) on BCH operation and Cartagena Protocol's stakes.	During the reporting period, it was time to prepare the following workshop (the second) which will be conducted by a RA, it means prepare the programme, lessons and speech for the Minister or his representative. Meanwhile, the NFP identified the hotel and participants. Because there is	1. Preparation of the final program, 2. Training by RA and the NFP, 3. Supply of material, 4. Advertising of the workshop by the national television 5. Supply of the advertising streamer 6. Hiring of the vehicle,	3 sept.2018 4-5 sept.2018 30 aug.2018 4 sept.2018 4 sept.2018 3-5 sept.2018	Completed	The challenges for this activity were inherent to the insufficiency of laptop with their accessories like headsets, the low flow of the Internet connection and the insufficiency of information on the Protocol of Cartagena and the BCH. To overcome them, the RA utilized the few available laptop and asked the participants to gather around them. In the future, participants may have their own laptop and modem. He also indicated that they can have the Protocol text online and print it for regularly reading.

	not embassy of Tunisia and Ivory Cos, the NFP have to prepare also how the RA will have entrance VISA at the arrival. At the end, the prepare invitation and launch them towards the participants identified.	7.Services of the hotel, 8.Distribution of the DSA participant and honorary for facilitator, trainer and organizers	4-5 sept.2018 4-5 sept.2018		
Activity No2: Sensitization and capacity building of key stakeholders (Government, civil society, broadcast media, NGOs, civil society and researchers representatives) on finding and registering information in BCH and explaining key articles of the Cartagena Protocol.	During the reporting period, the NFP requests the RA, prepares the following workshop (the last) to be conducted by a RA. He prepares the programme, lessons, identified the key stakeholders among them he will identify some who will play the rule of national authorized users. At the end, he identifies the hotel, prepares invitation	1.Preparation of the final programme and training lessons, 2.Training by RA and the NFP, 3.Supply of material, 4.Supply of the advertising streamer 6.Hiring of the vehicle, 7.Services of the hotel, 8.Distribution of the DSA participant and honorary for	16-17 oct.2018 18-19 oct.2018 18 oct.2018 9 oct.2018 17-19 oct.2018 17-19 oct.2018 18-19 oct.2018	Completed	The challenges for this activity were the insufficiency of lap top because participants didn't have their own lap top. Also, the NFP didn't print the Cartagena Protocol text. In addition, participants didn't have enough information neither on the Protocol nor the BCH operation. To overcome these challenges, the NFP downloaded the text of the Protocol and projected it on the screen. So, he goes through the text article by article. For the BCH operation, also used the projector to demonstrate how finding and registering information work.

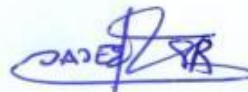
	and launches them towards the participants identified.	facilitator, trainer and organizers			
Activity No3: Capacity building for some government and civil society representatives to utilize properly the BCH (finding and registering information).	<p>The NFP identifies three national authorized users among those have been trained on BCH operation by the RA. Their names have already been proposed to the CBD NFP for approval. Once approved, the name will be sent to CDB secretariat for registering in BCH.</p> <p>As recommended by the RA, the team trained will try to sensitize decision makers on the interest of to implement the Cartagena Protocol's stakes with the money left on the project budget.</p>	<p>1.Preparation of the final programme and training lessons,</p> <p>2.Training by RA and the NFP,</p> <p>3.Hiring of the vehicle,</p> <p>7.Services of the hotel,</p> <p>8.Distribution of the DSA participant and honorary for facilitator, trainer and organizers</p>	<p>26 nov.2018</p> <p>27-28 nov.2018</p> <p>26-28 nov.2018</p> <p>27-28 nov.2018</p> <p>27-28 nov.2018</p>	Completed	<p>The important challenges were two successive postpone of the workshop because the first appointed RA desisted at the last minute. Following this failure, the manager of the hotel made pay the invoice of the room which had not been used whereas it was booked. To cope with that, the NFP BCH had to start again the request for another RA who also did not arrive at the dates envisaged. For the room, the NFP agreed to pay the invoice. Another challenge was the weakness of the internet connection. To address that, the NFP asked the hotel to enhance the capacity which was done.</p> <p>For the future one, it is necessary to make the follow-up in time.</p>

N.B: According to the signed SSFA, the second activity was programmed like the third following the desistance from RA at the last minute. But close consultation with the coordinator of the project of Nairobi, the agreement to hold the last workshop instead of second was done.

4. List of attached documents

- Interim financial report
- Invoices
- List of participants
- Technical reports of each workshop (in french).

Signature:



Date: 10/12/2018

Hon. Dr. NDAYIRAGIJE Samuel

Director General of OBPE and
CBD National Focal Point



Interim Financial Report

Exchange rate at arrival of fund in the Central Bank of Burundi: 1US \$ = 1765,6 BIF (Burundian frank)

Budget by Activity / Year / Commitment Class (US\$)					Total
Activity	1. Staff and other personnel costs (facilitator, trainer, organizers)	2. Contractual Services (room rental and restoration)	3. Travel (DSA, vehicle)	4. Equipment, furniture	
	2018	2018	2018	2018	
Activity No2: Sensitization and capacity building of key stakeholders (Government, parliamentary, civil society, broadcast media, farmers, NGOs, civil society, researchers, police man, international institutions and students representatives) on BCH operation and Cartagena Protocol's stakes.	1359,31	2697,66	2172,06	193,7	6422,73
Activity No2: Sensitization and					

capacity building of key stakeholders (Government, civil society, broadcast media, NGOs, civil society and researchers representatives) on finding and registering information in BCH and explaining key articles of the Cartagena Protocol.	1155,41	1495,24	1789,79	133,55	4573,99
Activity No3: Capacity building for some government and civil society representatives to utilize properly the BCH (finding and registering information).	424,78	722,70	750,44	0	1897,92
TOTAL	2939,5	4915,6	4712,29	327,25	12894,64

Commitment Class Name	Explanation
Staff and Other Personnel Costs	(i) Includes all costs and entitlements of personnel including staff / consultants/admin staff / UNVs/interns. (ii) Meeting facilitators, interpreters, Evaluation consultants all to be budgeted under this Class.
Contractual Services	(i) Works and services of a commercial nature contracted following procurement procedures. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer. (ii) Where meetings/workshops require venue to be hired e.g Hotel, then relevant costs to be budgeted under this Class. (iii) Commercial printing/publication contracts to be budgeted here (iv) In IPSAS terms, its similar to exchange transaction
Travel	i) Includes staff/consultant/meeting participant travel [DSA/Tickets/Terminals as applicable] (ii) Road / train /Fuel and vehicle/boat rental costs for staff, consultants and other project personnel
Equipment Vehicles and Furniture	(i) Procurement of non-consumables e.g. IT equipment, vehicles, furniture etc etc. This would relate to all costs to put asset into service and the cost of disposal of the asset upon reaching its useful life. For those who do donor reports according to IPSAS this would equal depreciation for period.
Operating and Other Direct Costs	(i) Rental of premises/equipment; utilities; cleaning; vehicle maintenance; communication costs; Bank fee;
Supplies Commodities and Materials	(i) Consumable supplies e.g. office stationary/supplies,drugs, tools, etc.; (ii) Costs associated with the delivery, storage and distribution of consumable supplies procured such as transportation, freight, customs, insurance, warehousing and other logistical requirements;

