

BUSINESS PLAN / WORK PLAN (2016 - 2019)

Name of Regional Centre:

Submitted by (name):

Date:

This business/work plan covers the period from 01/01/2016 to 31/12/2019

Executive Summary

Most important part of your Business Plan. Clear, concise and compelling condensation of your future work.

1. Introduction and Background

(What problem(s)/challenges relating to the implementation of the Convention(s) will be addressed under this plan? *Examples are given in the explanatory note located at the end of this template.*)

2. Goals and Objectives:

Goal/s

(What solutions you are offering to address the problems/challenges described above? *Examples are given in the explanatory note located at the end of this template.*)

Objectives

(What specific components constitute the solution? Such components should be Specific, Measurable, Achievable, Realistic and Time-bound. *Examples are given in the explanatory note located at the end of this template.*)

Strategies:

Strategies	What will be done	By when (timeline)
Endorsement/involvement/need identification of the beneficiaries (list applicable activities/projects or entire plan)	What will be done to involve/ get endorsement from the beneficiaries?	
Identification of potential donors/funds/agencies	What will be done to identify the potential funding sources?	
Preparation of grant proposals	(List the area in which project proposals will be prepared and submitted)	
Any other activities...		

5. Evaluation Plan

Describe in brief your evaluation plan, how frequently you intend to evaluate and update it.
(Examples are given in the explanatory note located at the end of this template)

Explanatory note for Preparing Business Plan/work plan by the Basel and Stockholm Convention Regional Centres

(NO need to attach this page to your business plan/ workplan)

The Business Plan/Work Plan

The Centre's business/work plan for delivering technical assistance and technology transfer under the Basel and Stockholm Convention should contain the following elements:

1. Introduction and Background (The challenges, opportunities);
2. Goals and Objectives (The Outputs);
3. Constraints and Resources (The Inputs);
4. Strategy and activities (from Inputs to Outputs);
5. Evaluation Plan
6. Appendices (Budget, commitment by partners, i.e. industry, Schedule and others).

Each of these elements of the work plan is interlinked

- The background identifies the challenge/opportunities(s); then
- The goal defines solution(s); then
- The objectives (outputs) refine the goals, specific and verifiable; then
- The resources and constraints indicate what can and cannot be used to reach the objectives; and then
- The strategy, along with specific or precise activities, indicates how the inputs will be converted to outputs.

1. The Introduction and Background

Introduce your business/work plan limiting relevant only to the period covered by the plan. Mention briefly what issues relating to the implementation of the Convention(s) will be addressed by your centre based on the needs identified in the national implementation plans or on the needs identified by your own assessment with the Parties served by the regional centre. For example,

- *How the countries served by the regional centre are using and implementing the Technical Guidelines of the Basel Convention on several waste streams;*
- *There is no POPs monitoring capacity in the region, or*
- *There is no enforcement capacity among the Parties for the implementation of the Convention, or*
- *There is no technology available for the environmentally sound disposal of POPs contaminated wastes in the region, etc.*

2. Goals and Objectives:

Define the goals for your business/work plan as solutions to the problems raised in the *Introduction and Background* section. For example, *setting up the monitoring capacity for POPs in the region* could be the goal for your centre.

However goals are normally quite broad, hence they are further defined by the objectives that explain how these goals are going to be met. For example, to meet the goal of setting up the monitoring capacity in the region, objectives could include:

- *Assessment of good practices of industrial facilities dealing with e-wastes;*
- *To strengthen existing laboratories/set up new laboratories for monitoring POPs in "x" media in "y" number of Parties within "z" years;*
- *To establish environmental standards for POPs in different media for "x" number of Parties in the region by "y" years;*
- *To establish a network for inter laboratory collaboration in the region by "z" years, etc.*

Objectives therefore should be Specific, Measurable, Achievable, Realistic and Time-Bound (SMART).

3: Constraints and Resources:

The Constraints would mean any restrictions or hindrances that must be overcome in order to reach the objectives. For example,

- *The lack of awareness on the need for a monitoring programme;*
- *The lack of commitment from the environmental authorities, etc.*

Include also a short description of how you plan to overcome these constraints and risks.

Resources would mean the inputs that will contribute to achieve the selected objectives. Where relevant, list the core expertise of the centre. For example: *The professional staff and other personnel, partners (organizations and individuals), consultants, equipment, other inventory of your centre that can be mobilized (inputs) in reaching the identified objectives (outputs), for example, to strengthen existing laboratories/setting up new laboratories for POPs monitoring in selected media in "x" Parties in the region within "y" years.* Financial resources could be appended to the business/work plan as supporting documents when they are referred to in the plan.

Please classify your resources (expertise) into the following categories:

- Area where the centre has advantage over others in assisting Parties;
- Area where the centre has adequate skills and knowledge in assisting Parties;
- Area where the centre is developing its expertise and is not yet ready in assisting Parties;
- Professional staff;
- Equipment and;
- Other important resources.

4: Activities and Strategy

Activities/projects are dependent on the outcome of the strategy. Activities identify how the inputs are to be converted to outputs. For example:

- *Equipping the laboratories for POPs analysis;*
- *Preparing standard operating procedure for sampling and analysis;*
- *Training the analysts;*
- *Establishing quality assurance/ quality control methods;*
- *Arrangements for accreditation of the laboratories, etc.*

Each activity listed in this section should be related to one of the outputs (objectives, goals), and it should be clear how the described activity will contribute to reaching its respective objective.

The Strategy should indicate how you intend to convert your resources, overcome the constraints, using those identified inputs (resources) to reach the objectives or attain the outputs specified earlier. For example,

- *How you intend to get the endorsement or acceptance of your proposals from the beneficiary countries and how you intend to involve them in the entire project cycle, e.g. endorsement by steering committee, support from focal points, etc.*
- *How do you identify potential donors/funds that may be interested in supporting your work, for example, enhancing laboratory capacity in the selected countries;*
- *How many donors, funds you are going to contact, write proposals for example on enhancing laboratory capacity in the selected countries and do the follow ups;*

5: Evaluation Plan

An evaluation plan provides you with a self evaluation and information needed to make decisions. Data gathering and assessment, for your use. You might need to update your business/work plan any time during the plan period prompted by the changes in the circumstances. For example, you did not receive the funding that you had hoped for similarly you might be offered support to carry out an activities which was not in your plan. This evaluation plan will be very useful to guide you in relation to the operation of the regional centre.

Executive Summary

Write your Executive Summary last, it reflects the results of all your planning and should be crafted only after mindful consideration of all other aspects of your work for 2016-2019.

The Parties in your region and globally must know that your basic concepts make sense, that your work has been thoroughly consulted and planned, you assume the responsibility to carry it on, a clear commitment for the implementation on one, two or all three conventions exist, it incorporates the significant expertise and advantages of your centre and your financial projection are sound and realistic.