

## **Workplan to carry out the secretariat functions for the Protocol on Water and Health in 2015**

agreed between the UNECE and WHO/Europe co-Secretaries of the Meeting of the Parties to the Protocol on 16 February 2015.

Further to part IV, section C of the Memorandum of Understanding (2013) on the work-sharing arrangements regarding the secretariat functions of the Protocol on Water and Health to the 1992 Convention on the Protection and Use of Transboundary Watercourses and International Lakes

### **I. SCOPE**

This workplan has been developed to support implementation of the programme of work 2014–2016 adopted by the Meeting of the Parties to the Protocol at its third session (25–27 November 2013) and, in accordance with the Memorandum of Understanding, covers:

- convening, preparation and servicing of meetings of the bodies established by the Meeting of the Parties to the Protocol;
- convening, preparation and servicing of workshops, training courses and consultations of experts, included in the programme of work adopted by the Meeting of the Parties;
- preparation of meeting documents, publications, including Internet-based information, and other public relations work for the purpose of the Protocol, included in the programme of work adopted by the Meeting of the Parties;
- coordination of implementation of projects on the ground, included in the programme of work adopted by the Meeting of the Parties.

The workplan is not contractual. Its implementation is contingent on, *inter alia*, the availability of the necessary human and financial resources. In particular, extrabudgetary funds are required to ensure adequate joint secretariat staff.

### **II. USE OF THE WORKPLAN**

The joint secretariat will inform the Bureau of the Meeting of the Parties to the Protocol on the workplan, as required in paragraph 14 of the Memorandum of Understanding. Nonetheless, the workplan will be a living document, revised by the co-Secretaries to reflect the evolving plans and resources available during the calendar year.

The workplan addresses travel, documents (official, informal), publications, consultants, interpretation, translation, financial support of participants, venues, equipment, communications, etc. Financial resource requirements, which exclude funding of joint secretariat staff time, are indicative and are subject to 13% programme support costs (PSC).

### III. INITIAL WORKPLAN

Body / Programme area / Lead Party	Activity	UNECE or WHO/Europe lead	Contacts in UNECE and WHO/Europe	Financial resources (before 13% PSC)	Tasks, with responsibility
Meeting of the Parties	—	—	—	—	—
Bureau	14 <sup>th</sup> meeting of Bureau (1 July 2015), Geneva  15 <sup>th</sup> meeting of Bureau (23 October 2015), Geneva	UNECE and WHO/Europe	<ul style="list-style-type: none"> <li>• Bonvoisin and Nikiforova (UNECE)</li> <li>• Schmoll and Shinee (WHO/Europe)</li> </ul>	US\$8,000 required for financial support ( <i>funding currently not available</i> )	<ul style="list-style-type: none"> <li>• Raise funds for activity (UNECE)</li> <li>• Prepare informal documents: agenda, pre-session documents and report (UNECE)</li> <li>• Organize meeting logistics (UNECE)</li> <li>• Provide inputs to informal documents (WHO/Europe)</li> </ul>
Working Group on Water and Health	8 <sup>th</sup> meeting of Working Group on Water and Health (21–22 October 2015), Geneva	UNECE and WHO/Europe	<ul style="list-style-type: none"> <li>• Bonvoisin and Nikiforova (UNECE)</li> <li>• Schmoll and Shinee (WHO/Europe)</li> </ul>	US\$36,000 required for financial support ( <i>funding currently not available</i> )	<ul style="list-style-type: none"> <li>• Raise funds for activity (UNECE)</li> <li>• Prepare official documents: agenda, pre-session documents and report (UNECE)</li> <li>• Prepare informal documents (UNECE, WHO/Europe)</li> <li>• Organize meeting logistics (UNECE)</li> <li>• Provide inputs to official documents (WHO/Europe)</li> </ul>

Body / Programme area / Lead Party	Activity	UNECE or WHO/Europe lead	Contacts in UNECE and WHO/Europe	Financial resources (before 13% PSC)	Tasks, with responsibility
<p>Programme area 1 — Improving governance for water and health: support for setting targets and implementing measures</p> <p><i>Lead Parties:</i> Switzerland &amp; Romania</p> <p><i>WHO Collaborating Centre involved:</i> WHO Collaborating Centre for Health Promoting Water Management and Risk Communication, Bonn, Germany</p>	<p>8<sup>th</sup> meeting of Task Force on Target-Setting and Reporting (2 July 2015), Geneva</p> <p>Informal Review Group under the Task Force on Target Setting and Reporting (8 May 2014), Oslo</p>	<p>UNECE</p> <p>UNECE and WHO/Europe</p>	<ul style="list-style-type: none"> <li>• Nikiforova (UNECE)</li> <li>• Shinee (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> <li>• Shinee (WHO/Europe)</li> </ul>	<p>US\$36,000 required for financial support (<i>funding likely available</i>)</p> <p>US\$10,000 required for financial support (<i>funding likely available</i>)</p>	<ul style="list-style-type: none"> <li>• Prepare informal documents: agenda, pre-session documents and report (UNECE)</li> <li>• Organize meeting logistics (UNECE)</li> <li>• Provide inputs to informal documents and other substantive inputs (WHO/Europe)</li> </ul>
	<p>National workshop in Uzbekistan (<i>Q2 2015, exact date tbc</i>), Tashkent</p>	<p>UNECE</p>	<ul style="list-style-type: none"> <li>• Nikiforova (UNECE)</li> <li>• Schmoll (WHO/Europe)</li> </ul>	<p>US\$25,000 required for workshop (<i>funding likely available</i>)</p>	<ul style="list-style-type: none"> <li>• Prepare informal documents: concept note, programme, documents and report (UNECE)</li> <li>• Organize meeting logistics (UNECE)</li> <li>• As appropriate, provide inputs to informal documents and other substantive inputs (WHO/Europe)</li> </ul>
	<p>Regional workshop on the revision of the template and guidelines for summary reports (3 July 2015), Geneva</p>	<p>UNECE</p>	<ul style="list-style-type: none"> <li>• Nikiforova (UNECE)</li> <li>• Shinee (WHO/Europe)</li> </ul>	<p>US\$30,000 required for workshop (<i>funding likely available</i>)</p>	<ul style="list-style-type: none"> <li>• Prepare informal documents: concept note, programme, documents and report (UNECE)</li> <li>• Organize meeting logistics (UNECE)</li> <li>• As appropriate, provide inputs to informal documents and other substantive inputs (WHO/Europe)</li> </ul>
	<p>Twinning mission (<i>Q2 2015, exact date tbc</i>), back to back with national workshop in Uzbekistan, Tashkent</p>	<p>UNECE</p>	<ul style="list-style-type: none"> <li>• Nikiforova (UNECE)</li> <li>• Schmoll (WHO/Europe)</li> </ul>	<p>US\$4,000 required for travel (<i>funding likely available</i>)</p>	<ul style="list-style-type: none"> <li>• Prepare informal documents and logistics (UNECE)</li> </ul>

Body / Programme area / Lead Party	Activity	UNECE or WHO/Europe lead	Contacts in UNECE and WHO/Europe	Financial resources (before 13% PSC)	Tasks, with responsibility
<p>Programme area 2 — Prevention and reduction of water-related diseases</p> <p><i>Lead Parties:</i> Norway &amp; Belarus (for surveillance); Hungary &amp; Georgia (for schools)</p> <p><i>WHO Collaborating Centre involved:</i> WHO Collaborating Centre for Health Promoting Water Management and Risk Communication, Bonn, Germany</p>	<p>First expert group meeting on water, sanitation and hygiene in schools (15–16 April 2015), Budapest</p>	<p>WHO/Europe</p>	<ul style="list-style-type: none"> <li>• Schmoll (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	<p>US\$20,000 required for workshop (<i>funding secured</i>)</p>	<ul style="list-style-type: none"> <li>• Prepare meeting documents: scope and purpose, programme, information notes (WHO/Europe)</li> <li>• Organize meeting logistics (WHO/Europe and Hungary)</li> <li>• Provide inputs to meeting documents (UNECE)</li> </ul>
	<p>Regional workshop on water quality surveillance (6–7 May 2015), Oslo</p>	<p>WHO/Europe</p>	<ul style="list-style-type: none"> <li>• Shinee (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	<p>US\$75,000 required for workshop (<i>funding secured</i>)</p>	<ul style="list-style-type: none"> <li>• Prepare informal documents: scope and purpose, programme, pre-meeting documents and report (WHO/Europe)</li> <li>• Organize meeting logistics (WHO/Europe and Norway)</li> <li>• Provide inputs to informal documents (UNECE)</li> </ul>
	<p>Second expert group meeting on water, sanitation and hygiene in schools (<i>Q4 2015, exact date tbc</i>), Bonn</p>	<p>WHO/Europe</p>	<ul style="list-style-type: none"> <li>• Schmoll (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	<p>US\$30,000 required for workshop (<i>funding secured</i>)</p>	<ul style="list-style-type: none"> <li>• Prepare meeting documents: scope and purpose, programme, information notes (WHO/Europe)</li> <li>• Organize meeting logistics (WHO/Europe)</li> <li>• Provide inputs to meeting documents (UNECE)</li> </ul>
	<p>Advocacy document on water, sanitation and hygiene in schools</p>	<p>WHO/Europe</p>	<ul style="list-style-type: none"> <li>• Schmoll (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	<p>US\$25,000 required for producing advocacy document (<i>funding secured</i>)</p>	<ul style="list-style-type: none"> <li>• Work with the lead countries and oversee production of the advocacy document (WHO/Europe)</li> <li>• Provide inputs to advocacy document (UNECE)</li> </ul>

Body / Programme area / Lead Party	Activity	UNECE or WHO/Europe lead	Contacts in UNECE and WHO/Europe	Financial resources (before 13% PSC)	Tasks, with responsibility
	Finalization of review of water-related diseases	WHO/Europe	<ul style="list-style-type: none"> <li>• Shinee (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	No further funding required	<ul style="list-style-type: none"> <li>• Work with the lead countries and oversee finalization of document (WHO/Europe)</li> </ul>
	Finalization of school landscape report	WHO/Europe	<ul style="list-style-type: none"> <li>• Schmoll (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	No further funding required	<ul style="list-style-type: none"> <li>• Work with the lead countries and WHO CC and oversee finalization of document (WHO/Europe)</li> </ul>
	Training materials on water-related disease surveillance	WHO/Europe	<ul style="list-style-type: none"> <li>• Shinee (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	US\$20,000 required for producing training materials ( <i>funding currently not available</i> )	<ul style="list-style-type: none"> <li>• Raise funds for activity (WHO/Europe)</li> <li>• Work with the lead countries and oversee production of training materials (WHO/Europe)</li> </ul>
	National capacity building workshop on water-related disease surveillance ( <i>countries and dates tbc; subject to availability of funds</i> )	WHO/Europe	<ul style="list-style-type: none"> <li>• Shinee (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	US\$20,000 required for the workshop ( <i>funding currently not available</i> )	<ul style="list-style-type: none"> <li>• Raise funds for activity (WHO/Europe)</li> <li>• Work with the lead countries and target countries (WHO/Europe)</li> <li>• Organize meeting logistics (WHO/Europe)</li> </ul>

Body / Programme area / Lead Party	Activity	UNECE or WHO/Europe lead	Contacts in UNECE and WHO/Europe	Financial resources (before 13% PSC)	Tasks, with responsibility
<p>Programme area 3 — Small-scale water supplies and sanitation</p> <p><i>Lead Parties:</i> Germany, Serbia &amp; WECF</p> <p><i>WHO Collaborating Centre involved:</i> WHO Collaborating Centre for Research on Drinking Water Hygiene, Bad Elster, Germany</p>	Finalization of good practice document	WHO/Europe	<ul style="list-style-type: none"> <li>• Schmoll (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	US\$20,000 required for the activity ( <i>funding secured</i> )	<ul style="list-style-type: none"> <li>• Work with the lead countries and institution to finalize the policy document (WHO/Europe)</li> <li>• Organize translation, lay-out and print (WHO/Europe)</li> </ul>
	National workshops in two countries on small-scale systems ( <i>countries and dates tbc</i> )	WHO/Europe	<ul style="list-style-type: none"> <li>• Schmoll (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	US\$69,000 required for workshops ( <i>funding secured</i> )	<ul style="list-style-type: none"> <li>• Prepare informal documents: scope and purpose, programme and training materials (WHO/Europe)</li> <li>• Organize meeting logistics (WHO/Europe)</li> <li>• Liaise with WHO CO (WHO/Europe)</li> </ul>
	Two country assessment missions on small systems ( <i>countries and dates tbc</i> ) <i>The activity is to be combined with the equitable access events under programme area 5</i>	WHO/Europe and UNECE	<ul style="list-style-type: none"> <li>• Schmoll (WHO/Europe)</li> <li>• Demilecamps (UNECE)</li> </ul>	US\$7,500 required for missions ( <i>funding secured</i> )	<ul style="list-style-type: none"> <li>• Prepare mission documents (WHO/Europe)</li> <li>• Organize mission logistics (WHO/Europe)</li> <li>• Liaise with WHO CO (WHO/Europe)</li> <li>• Provide input to the preparation of missions documents (UNECE)</li> </ul>

Body / Programme area / Lead Party	Activity	UNECE or WHO/Europe lead	Contacts in UNECE and WHO/Europe	Financial resources (before 13% PSC)	Tasks, with responsibility
Programme area 4 — Safe and efficient management of water supply and sanitation systems  <i>Lead Parties: Portugal &amp; IWA</i>	National capacity-building workshops on WSPs in Kyrgyzstan, Republic of Moldova, Ukraine and Uzbekistan <i>(in alignment with WHO Biennial Collaborative Agreements)</i>	WHO/Europe and UNECE	<ul style="list-style-type: none"> <li>• Schmoll and Shinee (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	US\$20,000 required per workshop <i>(funding partially secured)</i>	<ul style="list-style-type: none"> <li>• Prepare informal documents: scope and purpose, programme and training materials (WHO/Europe)</li> <li>• Organize meeting logistics (WHO/Europe)</li> <li>• Liaise with WHO CO (WHO/Europe)</li> </ul>
	Scoping study on sanitation/wastewater <i>(subject to availability of funds or partner providing in-kind)</i>	WHO/Europe and UNECE	<ul style="list-style-type: none"> <li>• Shinee (WHO/Europe)</li> <li>• Nikiforova (UNECE)</li> </ul>	US\$15,000 required for consultancy costs <i>(funding currently not available)</i>	<ul style="list-style-type: none"> <li>• Raise funds or in-kind contribution for activity (WHO/Europe, UNECE)</li> <li>• Prepare terms of reference (WHO/Europe, UNECE)</li> <li>• Review study (WHO/Europe, UNECE)</li> </ul>

Body / Programme area / Lead Party	Activity	UNECE or WHO/Europe lead	Contacts in UNECE and WHO/Europe	Financial resources (before 13% PSC)	Tasks, with responsibility
Programme area 5 — Equitable access to water and sanitation: translating the human right to water and sanitation into practice  <i>Lead Parties: France &amp; Hungary</i>	Three equitable access self-assessment exercises/national workshops ( <i>countries and dates tbc</i> )  <i>This activity is to be combined with the country assessment missions on small systems under programme area 3</i>	UNECE and WHO/Europe	<ul style="list-style-type: none"> <li>• Demilecamps (UNECE)</li> <li>• Schmoll (WHO/Europe)</li> </ul>	US\$40,000 required for each exercise ( <i>funding secured; in kind for Hungary</i> )  US\$20,000 required for consultancy ( <i>funding secured</i> )	<ul style="list-style-type: none"> <li>• Prepare informal documents: background note, agenda, and report (UNECE)</li> <li>• Organize meeting logistics (UNECE)</li> <li>• Provide inputs to informal documents (WHO/Europe)</li> </ul>
	Expert group meeting on equitable access (11–12 May 2015, <i>tbc</i> ), Paris	UNECE	<ul style="list-style-type: none"> <li>• Demilecamps (UNECE)</li> <li>• Schmoll (WHO/Europe)</li> </ul>	US\$39,000 required for meeting ( <i>funding secured</i> )	<ul style="list-style-type: none"> <li>• Prepare informal documents: agenda, pre-session documents and report (UNECE)</li> <li>• Organize meeting logistics (UNECE)</li> <li>• Provide input to informal documents (WHO/Europe)</li> </ul>



<b>Body / Programme area / Lead Party</b>	<b>Activity</b>	<b>UNECE or WHO/Europe lead</b>	<b>Contacts in UNECE and WHO/Europe</b>	<b>Financial resources (before 13% PSC)</b>	<b>Tasks, with responsibility</b>
Programme area 6 — Assistance to support implementation at the national level	Coordination with partners and supporters	WHO/Europe and UNECE	<ul style="list-style-type: none"> <li>• Schmoll (WHO/Europe)</li> <li>• Bonvoisin (UNECE)</li> </ul>	US\$10,000 required for missions ( <i>funding currently not available</i> )	<ul style="list-style-type: none"> <li>• Initiate and maintain communications with (new) partners and supporters (WHO/Europe and UNECE)</li> </ul>
Programme area 7 — Compliance procedure	<p>11<sup>th</sup> meeting of Compliance Committee (24–25 March 2015), Geneva</p> <p>12<sup>th</sup> meeting of Compliance Committee (19–20 October 2015), Geneva</p>	UNECE	<ul style="list-style-type: none"> <li>• Nikiforova and Bonvoisin (UNECE)</li> <li>• Schmoll (WHO/Europe)</li> </ul>	US\$48,000 required for meeting costs ( <i>funding currently not available</i> )	<ul style="list-style-type: none"> <li>• Raise funds for activity (UNECE)</li> <li>• Prepare official documents: agenda and report (UNECE)</li> <li>• Prepare informal documents and case documentation (UNECE)</li> <li>• Organize meeting logistics (UNECE)</li> </ul>