Essential elements for a project proposal

National training on
identification of hazardous activities
Tashkent, 6-7 December 2011
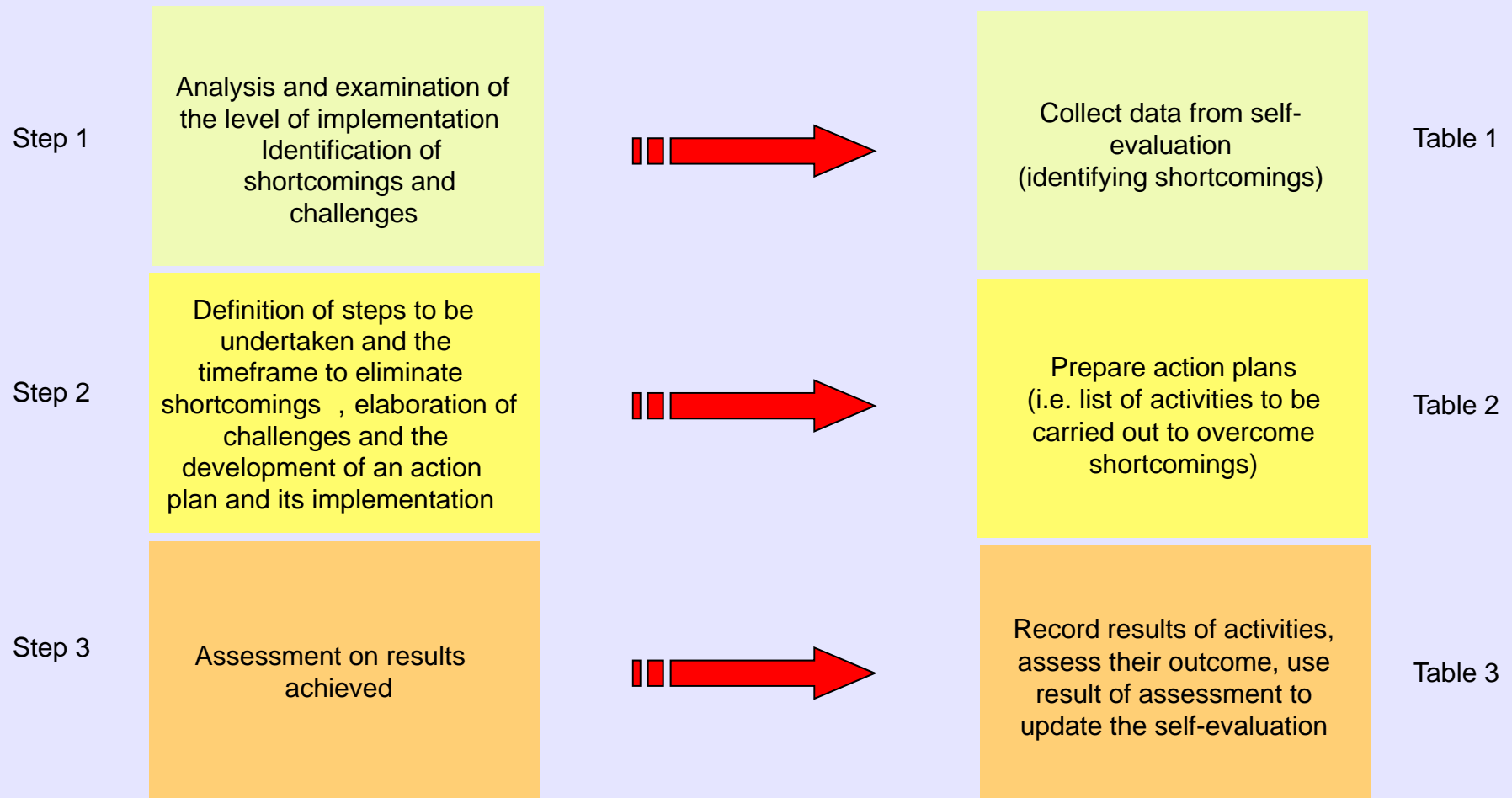
What do we need for a project proposal

- **Background**

- **Objectives**

- **Expected outcomes**

- **Budget**

The implementation of the Strategic Approach using the indicators and criteria

Step 1

Analysis and examination of the level of implementation Identification of shortcomings and challenges

→

Collect data from self-evaluation (identifying shortcomings)

Table 1

Step 2

Definition of steps to be undertaken and the timeframe to eliminate shortcomings , elaboration of challenges and the development of an action plan and its implementation

→

Prepare action plans (i.e. list of activities to be carried out to overcome shortcomings)

Table 2

Step 3

Assessment on results achieved

→

Record results of activities, assess their outcome, use result of assessment to update the self-evaluation

Table 3

Step 1

Analysis and examination of the level of implementation
Identification of shortcomings and challenges

Collect data from self-evaluation
(identifying shortcomings)

Table 1

Result of self evaluation with regard to the status of implementation of the Convention

Areas of work with indicators	Progress stage with explanation	Identification of shortcomings and challenges with a list of priority actions to be undertaken
Identification of hazardous activities		
Mechanism for the collection of data		
Mechanism for the analysis and validation of data		
Mechanism for the review/revision of data		

Background

Level 4.
There are Intensive and detailed discussions on developing a mechanism for data collection within the national WGI and the ministry on the basis of guidelines that tackle collecting, analyzing, validating and revising data as described in the stage 5. Since the mechanism is not adopted through governmental act or other form, the country is not in level 5 (from the self-assessment of Moldova)

To implement the requirements of guideline for collecting, analyzing, validating of data.
a) ...
b) ...
(from the self-assessment of Moldova)

Step 2

Definition of steps to be undertaken and the timeframe to eliminate shortcomings , elaboration of challenges and the development of an action plan and its implementation

Prepare action plans (i.e. list of activities to be carried out to overcome shortcomings)

Table 2

Objectives

Expected outcomes

Table 2

Plan of activities to be undertaken (i.e. national action plan) with regard to the list of priority actions identified in table 1

Activities	Description of the activity with an indication of targeted result	Responsibility	Timing	External assistance needed? If yes, what kind?
1st activity				
2nd activity				
…				

Activities	*Description of the activity with an indication of targeted result*	*Responsibility*	*Timing*	*External assistance needed? If yes, what kind?*
1st activity Training of officers of Serbian authorities on the evaluation of safety reports	Trainings for representatives of relevant institutional sectors that are included in the process of issuing approval (of documentation). Expected objective: to improve knowledge on evaluation of safety reporting using the checklist system and to increase cooperation and coordination among different public authorities (text from Serbian self-assessment)	Ministry of Environment, Mining and Spatial Planning, Department on Risk Management	October-November 2011	Support from international experts needed to review training material
2nd activity				
…				

Budget

The **only element** to create from scratch to submit to the Bureau and WGI a project proposal

At the end, assessment and update of self-evaluation

Step 3

Assessment on results achieved

Record results of activities, assess their outcome, use result of assessment to update the self-evaluation

Table 3

Table 3
Report of activity(ies) implemented, results achieved

Activities	Results achieved	Follow-up
1st activity		
2nd activity		
…		