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# SOFF Readiness Funding Request Template

Version 2.0

April 2023

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Systematic Observations  
Financing Facility

**Weather  
and climate  
data for  
resilience**





Weather  
and climate  
data for  
resilience



## SOFF Readiness Funding Request

*The funding request should be prepared by the SOFF beneficiary country in collaboration with the SOFF peer advisor in coordination with the prospective SOFF Implementing Entity. In case of questions on how to complete this template, please contact the SOFF Secretariat at: [soffsecretariat@wmo.int](mailto:soffsecretariat@wmo.int).*

The SOFF Readiness Funding Request template includes the following sections:

- 1. Basic information**
- 2. SOFF Programming criteria**
- 3. Readiness phase outputs, timeline and budget**
- 4. Monitoring**
- 5. Readiness Phase Risk Management Framework**

The **Assignment Terms of Reference** are included in **Annex 1**.

## General recommendations to fill in in the template

**Section 2. Programming criteria:** Please make sure that you provide clear but succinct information to relevant to the programming criteria. This is an essential requirement for the submission of the funding request to the Steering Committee.

- **GBON gap and easy fixes:** Please be aware of the limitations of SOFF scope of support. SOFF only supports GBON standard density and surface and upper-air stations over land. However, SOFF does encourage peers and beneficiary countries to during the Readiness phase look at the situation of GBON high-density networks (for those countries that already have them) and marine stations for potential easy fixes opportunities via SOFF support or other future support. We encourage beneficiary countries and peer advisors to ensure that the readiness funding request focuses on the areas of work related to SOFF scope of support to avoid misinterpretations and wrong expectations for the Investment and Compliance phase. For more guidance and details on SOFF scope of support, please see the GBON National Gap Analysis and the GBON National Contribution Plan technical guidance documents.

The information provided on the GBON Gap, and the easy fixes should be high-level, as the details are expected to be scoped out during the Readiness phase. Please avoid excessively detailed information on how many stations to rehabilitate/install.

- **Maximize delivery capacity:** Please clearly state any ongoing or planned activities in the country for which the peer advisor receives funding from other sources. This is a mandatory requirement, as per Assignment Agreement 5.4. If there are none, please explicitly state so.

**Section 3. Budget:** The budget is expected to reflect a strict and careful assessment of the costs for the provision of the advisory services, following a cost-recovery approach and abiding to the eligible expenditure categories according to the Umbrella Agreement. While a budget breakdown is not required in the funding request, the SOFF peer advisor must be in a position to provide copies of all the documents, including budget and costing breakdown, including for audit purposes.

**Section 6: Risk management framework** needs to be carefully developed indicating discrete risks and strong mitigation measures.

**Annex 1: Terms of Reference.** The delivery process needs to be described, including indicative timeline of planned activities, workshops, missions, delivery of the outputs and delivery team. Without this, the funding request cannot be submitted to the SOFF Steering Committee.



## 1. Basic information

<b>SOFF Beneficiary Country</b>	National Institute of Meteorology of Guinea-Bissau
<b>Country Focal Point</b>	Fernando Djú, Director from National Institute of Meteorology of Guinea-Bissau <i>ferdju@yahoo.com.br</i>
<b>Peer advisor</b>	Portuguese Institute for Sea and Atmosphere, I. P.
<b>Peer advisor Focal Point</b>	Ricardo Deus, <i>ricardo.deus@ipma.pt</i>
<b>Prospective Implementing Entity</b>	United Nations Environment Programme (UNEP)
<b>Prospective Implementing Entity Focal Point</b>	Jochem Zoetelief Head, Climate Services and Capacity Building Unit Early Warning and Assessment Division UNEP
<b>Total budget USD</b>	<i>120.000</i>
<b>Delivery timeframe</b>	<i>July to December 2023 (6 months after funding approval)</i>
<b>Date of approval</b>	
Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)	

## 1. SOFF Programming criteria

Please provide below an initial short description of the application of the *SOFF programming criteria* in the country.

**Table 1: Programming criteria**

<p><b>Close the most significant data gaps</b></p>	<p><i>Based on the WMO Global GBON Gap Analysis for the country, please provide a brief summary and initial indications regarding the GBON gap in the country.</i></p> <p>Contacts were established with representatives of the National Institute of Meteorology of Guinea-Bissau, with a first action being carried out, which resulted in a remote meeting with the Director General of the National Institute of Meteorology of Guinea-Bissau with the aim to identify the current observation systems that are used to perform the different meteorological observation programmes in Guinea Bissau.</p> <p>In addition to this first action, an analysis was carried out on the information from the meteorological observation systems contained in the OSCAR platforms and in the WDQMS.</p> <p>3 meteorological stations were identified in OSCAR with surface observation programs associated with the RBON program with operational status:</p> <ul style="list-style-type: none"> <li>• weather station from BAFATA with WSI 0-20000-0-61781</li> <li>• weather station from BOLAMA, with WSI 0-20000-0-61769,</li> <li>• weather station from BISSAU OBSERVATORIO, with WSI 00-20000-0-61766.</li> </ul> <p>With a search in the internet for research scientific articles with data from Guiné Bissau we find 14 meteorological stations.</p> <p>Taking into account the information contained in the WDQMS platform, it appears that these same meteorological stations have a reduced data availability rate, as a rule, lower than expected.</p> <p>It appears that there is no upper-air observation station in Guinea Bissau and, according to the WDQMS, the nearest upper-air observation station is installed in Dakar, about 300km away.</p> <p>Also, information obtained in the meetings held, there is a gap in terms of human resources, both in terms of the number of employees in the meteorological service and also in terms of the technical training of the existing human resources.</p> <p>Regarding the GBON high-density networks and marine stations it's possible to explore potential easy fixes opportunities via SOFF support or other future support.</p>
<p><b>Target easy fixes</b></p>	<p><i>Based on the WMO Global GBON Gap Analysis, please provide initial indications on the opportunities for rehabilitation and improvement of potential GBON stations in the country.</i></p>



	<p>According to the preliminary analysis using the two platforms above mentioned and the information shared by the director of the meteorological service, it is possible to establish the following objectives:</p> <ul style="list-style-type: none"> <li>• Updating information from meteorological stations in order to comply with GBON requirement (standard density and surface and upper-air stations);</li> <li>• Include at least the 3 existing meteorological stations declared on the OSCAR platform in to the GBON program;</li> <li>• Training and capacity building of human resources in the management and maintenance of new observation systems.</li> </ul>
<b>Maximize delivery capacity</b>	<p><i>Outline the capacity of the peer advisor and the prospective Implementing Entity to deliver SOFF support efficiently and effectively in the country. <b>State any ongoing or planned activities in the country for which the peer advisor receives funding from other sources.</b> If none, please explicitly state so.</i></p> <p>IPMA has the technical expertise, to perform the tasks as peer adviser and support Guinea-Bissau namely regarding IPMA's experience to manage meteorological observation networks in Portugal, especially Automatic Weather Stations. For this kind of equipment IPMA include technical team that develops actions like calibration and maintenance.</p> <p>IPMA presents also experience to cooperate and work in the field with countries from Africa, since already had implemented capacity actions, namely workshops and training in countries like Angola, Mozambique, Cabo Verde, São Tomé and Príncipe. Also remarkable IPMA's participations has technical partner in international projects in thematic like climate, seismic and fisheries. We emphasize the ongoing project to Strengthening Resilience and Food and Nutrition Security in Angola (FRESAN), with a component of meteorology/climate expertise support.</p> <p>IPMA has no ongoing project in Guinea-Bissau for which is being paid.</p> <p>UNEP is already implementing initiatives related to strengthening hydrometeorological observations in developing countries, including in SIDS. Relevant initiatives currently under implementation include the Green Climate Fund (GCF)-funded USD 49.9 million programme "Enhancing Climate Information and Knowledge Services for resilience in 5 island countries of the Pacific Ocean" and the GCF-funded USD 21.7 million project "Enhancing Early Warning Systems to build greater resilience to hydro-meteorological hazards in Timor-Leste". Both initiatives include strengthening of observational capacity</p>



	<p>as a key component. UNEP is also co-leading Pillar 2 of the Early Warnings for All initiative on <i>Observations and Forecasting</i>.</p> <p>Additionally, through the UNEP Copenhagen Climate Centre (UNEP-CCC), UNEP is supporting Guinea-Bissau to determine its technology priorities for mitigating and adapting to climate change under the Global Environmental Facility (GEF)-funded Technical Needs Assessment project.</p>
<b>Create leverage</b>	<p><i>Provide initial indications on opportunities for complementarity of SOFF with previous, ongoing and planned operations by the SOFF Implementing Entities and other funds.</i></p> <p>Since 2021, the government of Guinea-Bissau and the United Nations Development System have signed the Cooperation Framework for the next five years, and are committed to undertaking transformative actions for the well-being of the country's population.</p> <p>Bissau-Guinean Meteorological Institute, with the support of UNDP and GEF, proposes to access funding for the project "Strengthening climate information and early warning systems for climate resilient development and adaptation to climate change". Technical consultancy was provided by EBD-Antea.</p> <p>As an Accredited Entity to the GCF, UNEP could also work in the future to mobilise GCF financing to further strengthen hydrometeorological capacity in Guinea-Bissau based on the needs identified through the Country Hydromet Diagnostics.</p>
<b>Sub-regional gains</b>	<p><i>Provide initial indications on opportunities to create economies of scale and optimize the design of the observing networks through multi-country/sub-regional SOFF implementation e.g. existing sub-regional cooperation or opportunities for sub-regional procurement and operations and maintenance.</i></p> <p>Portugal has as one of its priorities an Atlantic perspective in what concerns cooperation. We strongly support the analysis of the opportunities to strengthen cooperation at regional, namely analyzing gaps at regional level and the viability to have a regional approach involving Cape Verde, Guinea Bissau and Sao Tomé and Prince all of them under SOFF support.</p> <p>With Netherlands peer adviser for Cape Verde and Sao Tomé and Prince, in close cooperation with SOFF secretariat we intend to conduct a close discussion on the technical viability and the cost benefit of the possible regional solutions.</p> <p>During this close work in these 3 countries, options will be explored for sub-regional procurement, operations and/or maintenance.</p>

### Ensure country balance

*Indicate if the country is a Small Island Developing State, a Least Developed Country, an ODA-recipient country, a Fragile and Conflict-affected State.*

Guiné Bissau is considered a Least Developed Country and Small Island Developing State (SIDS). As per the OECD, Guiné Bissau is eligible as an ODA Recipient and is a low-income country. Moreover, the country is considered a Fragile State as per the World Bank FY23 classification.

<https://www.un.org/ohrlls/content/list-ldcs>

## 2. Readiness phase outputs, timeline and budget

The Terms of Reference for the development of the SOFF Readiness phase outputs (see Annex I) provide more detailed information. They also summarize the roles and responsibilities, as stated in the [SOFF Operational Manual](#), of the beneficiary country, the peer advisor, the prospective Implementing Entity and WMO Technical Authority for the delivery of the Readiness phase outputs.

The budget for the development of the SOFF Readiness phase outputs by the SOFF peer advisor shall be a lump-sum, fixed cost amount. It shall be calculated using a cost-recovery approach based on the peer advisors' standard cost recovery rates.

*Please indicate the expected time required to deliver the Readiness outputs and the total budget. See example below.*

**Table 2: outputs, timeline and budget**

Outputs	Timeline					
	July	August	September	October	November	December
<b>National GBON Gap Analysis</b>						
<b>GBON National Contribution Plan</b>						
<b>Country Hydromet Diagnostic (on demand)</b>						
<b>Total budget USD<sup>1</sup></b>	120.000					

<sup>1</sup> Eligible expenditures are limited to: Staff and consultants; Consultations, national technical workshops, and communications; Travel and transportation costs; Other incidental expenditures.

## 4. Monitoring

The beneficiary country and peer advisor shall notify the SOFF Secretariat on any delays that may impede the timely delivery of the Readiness phase outputs. If the assignment takes more than six months, the SOFF peer advisor shall submit semi-annual progress reports to the SOFF Secretariat (form to be provided by the SOFF Secretariat) stating the delivery status of the outputs.

The Readiness phase completion will be monitored by the peer advisor and the SOFF Secretariat using the following country-level Results Framework for the Readiness phase.

**Table 3: Result framework**

Outputs	Indicator	Target
<b>1. GBON National Gap Analysis</b>	GBON gap established and reviewed (Y/N)	GBON gap analysed and reviewed by WMO Technical Authority
<b>2. GBON National Contribution Plan</b>	GBON national contribution plan developed (Y/N)	GBON national contribution plan developed and reviewed by WMO Technical Authority
	GBON National Contribution Plan includes gender considerations (Y/N)	GBON National Contribution Plan includes gender considerations
<b>3. Country Hydromet Diagnostic (on demand)</b>	Country Hydromet Diagnostic developed (Y/N)	Country Hydromet Diagnostic developed

## 3. Evaluation

An evaluation from both, the beneficiary country and the prospective Implementing Entity on the quality of support received by the peer advisor will be conducted at the end of the Readiness phase and the peer advisor's assignment(form to be provided upon completion of the Readiness phase by the SOFF Secretariat).

## 4. Readiness Phase Risk Management Framework

*Please provide a brief description of the contextual, institutional, and programmatic risks that might hinder the effective delivery of the Readiness phase outputs.*

**Table 4: Risk Management Framework**

Risk category	Description	Probability	Mitigation action
<b>Contextual risks</b> Risks related to conflicts, safety and political insecurity jeopardizing the delivery of the Readiness phase outputs	Governmental stability	Possible	All activities plans and tasks in coordination with all official partners. Close engagement between INM Guiné Bissau, IPMA and UNEP will ensure that the country situation is taken into account for planning and advisory purposes. Whilst political instability cannot be directly mitigated, regular engagement with stakeholders at various levels of governance will be ensured to facilitate buy-in and incentive for the Readiness phase continuation.
<b>Institutional risks</b> Risks related to the beneficiary country's institutions participation in the Readiness phase activities	Low cooperation between partners and stakeholders	Likely	INM Guiné Bissau must lead strategic alliance with local and regional institutions. Regular engagement between IPMA and INM Guiné Bissau will facilitate that objectives remain aligned.
<b>Programmatic risks</b> Risks related to country ownership of the Readiness phase outputs	Low commitment for the readiness phase outputs by stakeholders	Likely	Protocols with all entities involved. Engagement of all stakeholders from an early stage and communication on the benefits of engagement in order to ensure stakeholder buy-in from the start.

## Annex 1. Assignment Terms of Reference for the development of the SOFF Readiness phase outputs

### 1. Purpose and scope

The purpose of this Assignment is to provide SOFF peer advisory services by IPMA to INM Guiné Bissau to develop the outputs of the SOFF Readiness phase as described in section 3 of these Terms of Reference.

The provisions defined in the Terms of Reference are based on the [SOFF Operational Manual](#), in particular Section 4.4 on Operational Partners and Section 4.5.1 on the Readiness phase.

### 2. Roles and responsibilities

#### Beneficiary country National Meteorological and Hydrological Service

- Is responsible for implementing the activities of the Readiness phase with the support from the peer advisor and the prospective Implementing Entity.
- Prepares the Assignment Terms of Reference following the standard Terms of Reference provided by the SOFF Secretariat, in collaboration with the peer advisor and in coordination with the prospective Implementing Entity.
- Submits the funding request for the SOFF Readiness phase support using the standardized template provided by the SOFF Secretariat.
- Is responsible for collaborating with the peer advisor to provide all the necessary information and participate in and facilitate the national activities the peer advisor needs to conduct in order to develop the Readiness phase outputs.
- Confirms receipt of the peer advisors' report with the Readiness phase outputs and provides comments on the outputs as needed.

#### Peer advisor

- Is accountable to the beneficiary country.
- In dialogue with the beneficiary country, provides independent technical advice, analysis and recommendations to support the beneficiary country in implementing the activities of the Readiness phase.
- Develops the Readiness phase outputs and is responsible for their quality and timely delivery. Communicates regularly with the beneficiary country and the Implementing Entity.
- Engages with the civil society, including on the identification of stakeholders of relevance for GBON implementation.
- Submits the final report with the Readiness phase outputs to the country for comments and to the prospective Implementing Entity for feedback.
- Submits the final report including the beneficiary country's comments and the prospective Implementing Entity's feedback to the SOFF Secretariat.



- Notifies the SOFF Secretariat and the prospective Implementing Entity of any delays that may impede the timely delivery of the outputs, and for assignments for which the delivery takes more than six months submits a semi-annual progress report.

### **Implementing Entity**

- Participates in the Readiness phase activities and collaborates with the beneficiary country and the peer advisor to ensure a common understanding of the Readiness phase outputs and that they address the technical needs for the design and implementation of the Investment phase.
- Contributes to the definition of the Terms of Reference and provides feedback on the outputs delivered by the peer advisor.
- Based on its experience in the beneficiary country, supports the work of the peer advisor, e.g. by sharing its knowledge and facilitating access to the network of relevant stakeholders.

### **WMO Technical Authority**

- Provides basic technical support to the beneficiary country peer advisor, and prospective Implementing Entity on GBON regulations.
- Is responsible for the technical screening of the draft GBON National Gap Analysis and the draft GBON National Contribution Plan against the GBON regulations.
- Is responsible for establishing and administering the pass-through mechanism for contracting and funding of the technical assistance provided by the peer advisors.

### **SOFF Secretariat**

- Facilitates communication, coordination and collaboration between the beneficiary country, the peer advisor, the prospective Implementing Entity and WMO Technical Authority.
- Reviews the Readiness funding request, including the Terms of Reference, for compliance and consistency with the information requirements in the template and provides feedback as needed. Transmits the funding request to the SOFF Steering Committee for its decision.
- Confirms receipt of the peer advisors' report with the Readiness phase outputs.
- Organizes exchange of knowledge and experiences and captures lessons learned.

## **3. Readiness phase outputs**

The peer advisor should perform the following tasks following the technical guidance and using the templates provided in the [operational guidance documents](#) for each one of the outputs. A summary of the key steps and modules to be conducted for each output is presented below.

### **3.1 GBON National Gap Analysis**

The GBON National Gap Analysis defines the gap between the mandatory requirements of the GBON regulations and the existing country surface and upper-air networks. In other

words, it serves as the basis for identifying the number of observing stations that need to be installed or rehabilitated to comply with the mandatory requirements of the GBON regulations.

To develop the GBON National Gap Analysis, the following steps should be followed

- **Step 1**–Country information from the GBON Global Gap Analysis
- **Step 2**– Analysis of existing GBON stations and their status against GBON requirements
- **Step 3**– GBON Gap Analysis results
- **Step 4** – Country endorsement for integration of the GBON National Gap Analysis into the GBON National Contribution Plan

### 3.2 GBON National Contribution Plan

The GBON National Contribution Plan identifies the infrastructure, human and institutional capacity needed to achieve a progressive target toward GBON compliance, including the sustained operation and maintenance of the national GBON observing network.

To develop the GBON National Contribution Plan, the following modules should be completed

- **Module 1. National target toward GBON compliance:** Establishment of a progressive national target toward GBON compliance
- **Module 2. GBON business model and institutional development:** public-private business model as appropriate; partnerships, institutional and financial arrangements needed to operate and maintain the observing network
- **Module 3. GBON infrastructure development:** Appropriate investments needed to increase or improve the observing network and its Information and Communication Technology (ICT) infrastructure
- **Module 4. GBON human capacity development:** Human technical and managerial capacities required to operate and maintain the observing network
- **Module 5. Risk Management:** Operational risks of the observing network and required mitigation measures
- **Module 6. Transition to SOFF Investment phase:** Support the beneficiary country and the Implementing Entity in preparing the Investment phase funding request (template provided by the SOFF Secretariat).

### 3.3 Country Hydromet Diagnostics

The Country Hydromet Diagnostic (CHD) complements the GBON National Gap Analysis and the GBON National Contribution Plan. It is a standardized, integrated and operational tool and approach for diagnosing National Meteorological Services across the meteorological value chain, their operating environment, and their contribution to high-quality weather, climate, hydrological and environmental information services and warnings. Its assessment serves as a basis for investments beyond SOFF, across the whole value chain, by the SOFF Implementing Entity and other development partners.



The peer advisor should **assess the 10 CHD elements** with its respective indicators following the matrix provided in the CHD guidance document.

- Governance and institutional setting
- Effective partnerships to improve service delivery
- Observational infrastructure
- Data and product management and sharing policies
- Numerical model and forecasting tool application
- Warning and advisory services
- Contribution to climate services
- Contribution to hydrological services
- Product dissemination and outreach
- Use and national value of products and services

To develop the Country Hydromet Diagnostic, the following **steps** should be completed.

- Stage 1 – Information gathering. As input, the WMO Monitoring Evaluation Risk and Performance unit will provide available country data structured along the CHD elements and their indicators (performed remotely)
- Stage 2 – Validation and analysis (performed in-country if feasible)
- Stage 3 – Closure

#### 4. Delivery process

The peer advisor in collaboration with the beneficiary country and in coordination with the prospective Implementing Entity should establish the specific activities and consultations needed to complete the outputs. The development of the outputs should include the following:

- Collaboration arrangements between the beneficiary country and the peer advisor, including at least one country visit, unless the country context does not allow it:
  - Kick off virtual meeting between INM Guiné Bissau and IPMA.
    - Information about the status of the National meteorological stations networks. Analysis on the state of the data series from the AWS regarding the verification of gaps.
    - Planning for first country mission: tasks and dates.
  - First country mission.
    - Meetings and interviews with INM Guiné Bissau staff; site visits; data state overview; data flow analysis, regarding the results from the monitoring process available on the website ([www.wdqms.int](http://www.wdqms.int))
    - Meeting with stakeholders INM Guiné Bissau and IPMA
  - Periodic virtual meeting between INM Guiné Bissau and IPMA
  - Second country mission.
    - Validation workshop with participation of peer advisor experts and stakeholders
- Coordination arrangements with the prospective Implementing Entity:

- INM Guiné Bissau and IPMA agreed to hold regular coordination virtual meetings for information sharing. The Implementing Entity, UNEP, will be invited to all meetings, unless the agenda contains purely technical matters. UNEP will, in particular, be involved in preparation of the Country Hydromet Diagnostics and associated stakeholder consultations.
- In-person or virtual consultation meetings with relevant national and international stakeholders and partners
  - Regular virtual consultation meetings with relevant national and international stakeholders and partners will be organized by INM Guiné Bissau in collaboration with the peer advisor and UNEP.
- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable
  - SOFF Secretariat, INM Guiné and UNEP.
- Peer advisor delivery team and focal point
  - IPMA focal point, Ricardo Deus
- Timeline for the development of the outputs
  - July 2023 to December 2023

## 5. Reporting and completion






**Reporting.** For assignments for which the delivery of advisory services takes more than six months, the SOFF peer advisor shall submit a semi-annual progress report to the SOFF Secretariat (form to be provided by the SOFF Secretariat).

### Completion

- **Step 1.** The peer advisor submits the draft GBON National Gap Analysis and the GBON National Contribution Plan reports to WMO Technical Authority and, as applicable, the draft Country Hydromet Diagnostics to the Monitoring Evaluation Risk and Performance unit of the WMO Secretariat. The draft reports have to follow the templates provided in the SOFF operational guidance documents.
- **Step 2.** WMO Technical Authority screens the draft GBON National Gap Analysis and the draft GBON National Contribution Plan to ensure consistency with the GBON regulations. The WMO Monitoring Evaluation Risk and Performance unit screens the draft Country Hydromet Diagnostics and provides feedback for revisions as needed.
- **Step 3.** The peer advisor submits the report with the Readiness phase outputs for beneficiary country and prospective Implementing Entity feedback.
- **Step 4.** The peer advisor finalizes the report for confirmation of receipt by the beneficiary country and, as needed, beneficiary country comments. Following beneficiary country receipt of the report, the peer advisor submits the report, including beneficiary country's comments and the prospective Implementing Entity's feedback, to the SOFF Secretariat.
- **Step 5.** The SOFF Secretariat confirms the satisfactory receipt of the report and informs the country and the prospective Implementing Entity accordingly. The SOFF Secretariat authorizes WMO to proceed with the release of the final payment and informs the SOFF Steering Committee of the completion of the SOFF readiness phase.

## 6. Signatures

By signing this document, the beneficiary country, peer advisor and the prospective Implementing Entity agree with the provisions stated in this Terms of Reference.

<b>Beneficiary country</b>	 30-05-2023	
<b>Peer advisor</b>	 01-06-2023	
<b>Prospective Implementing Entity</b>	 Jochem Zoetelief, United Nations Environment Programme (UNEP), 02.06.2023	