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执行蒙特利尔议定书
多边基金执行委员会
第六十六次会议
2012 年 4 月 16 日至 20 日，蒙特利尔

统一和精简向执行委员会报告进度的各种报告

1.　　　执行委员会第六十四次会议请基金秘书处"（一）同双边和执行机构举行会议，界定进度报告中所提供情况资料的确切性质、内容和时限，同时探索如何使提交执行委员会的各种进度报告进一步同步和简化；（二）向执行委员会第六十五次会议报告会议的结果"（第 64/6（c）号决定。

2.　　　所有执行机构都在 2012 年 2 月 2 日 之前向秘书处提交了意见，2012 年 2 月 7 日至 9 日于秘书处所在地举行的机构间协调会议又进一步讨论了这一问题。

3.　　　本文件首先讨论提交执行委员会的报告类型；而后概括机构间协调会议商定的提议，最后提出建议。

提交执行委员会的报告类型

4.　　　执行委员会要求提交的报告数量相当多，以此划定多边基金报告的范围。规定提交的报告有：年度进展情况和财务报告、 年度付款拖延情况、各种业务计划、履约协助方案执行情况、各种年度申请和进度报告、有余额的已完成项目、履约方面的问题、附有具体报告规定的项目、多年期协定年度执行计划付款申请,体制建设延长申请和执行机构定性绩效评估、 项目完成报告和对账。除履约问题在'拖延项目的执行情况和第 5 条国家实现遵守《蒙特利尔议定书》今后管制措施的前景'议程项目内讨论，体制建设延长申请在工作方案或工作方案修正案内讨论之外，这些文件都构成单独的议程项目。因此，只有议程项目提出要求才报告。可能有一个以上的议程项目处理同一项目涉及的某个问题，从而不可避免地发生为不同议程项目对同一项目提出不同问题的情况.

5.　　　下表概述了进展报告的性质、内容和时限。

进展现况报告	性质	内容	时限
年度进展情况和财务报告	监测达到阶段目标的情况、项目障碍，供执行委员会采取行动/加以注意，关键项目日期、经与年度账户调节的财务资料。	按照业务准则界定。	截止 12 月 31 日的财务数据和最新资料说明。
年度执行计划进度报告/付款申请提交的拖延	评估上一次付款所规划活动的成就，有无使用灵活性条款和重新措辞的活动，削减消费量方面的成就和 20%的资金发放率。	具有相应书面陈述的多年期协定格式/拖延提交付款申请的拖延原因。	按照《多年期协定》具体规定的时间框架。
执行拖延和补充现况报告	继续处理项目直至解决障碍，结果执行委员会可能采取行动和/或加以注意。	简短报告以及《年度进展情况和财务报告》说明栏内的需求。	直至消除障碍，对于项目拖延，则直至评估项目取得进展或完成为止。

进展现况报告	性质	内容	时限
附有具体报告规定的项目	处理执委会要求附有具体报告的项目。	详尽的现况总体报告，有时讨论具体信息，包括有无为余额规划了活动。	按照执行委员会的具体决定而定。
有余额的已完成项目	继续处理余额直至发放所有资金或退还供重新规划使用。	已退还或尚未退还余额的资料，以及根据情况，何时结清账户并退还资金。	每次会议。

机构间协调会议的提议

6.   本节讨论统一和精简执行机构和基金秘书处报告的具体提议。

7.   减少年度进展情况报告 Excel 工作簿数据库中数据栏的数目，取消重叠和不必要的栏。对于无需更新的资料，各机构将收到根据秘书处数据库内的资料填好的数据和核查宏指令。为编制氟氯烃淘汰管理计划和实行付款商定了阶段目标，为此修改了年度进展情况和财务报告的业务准侧（见附录）。两说明栏中，一栏载有截止 12 月 31 日的进展情况，另一栏提供得到的最新数据。还商定减少和简化尤其是国家发展情况一节的陈述。执行机构和秘书处将设法限制就项目提案提问的回合，至于机构，将限制作为项目提案一部分提交的文档量。就网络资料系统概念进行了讨论，但是没有表示现在就改而采用这一系统的愿望。执行委员会不妨注意到秘书处和执行机构已商定修订进展情况和财务报告业务准则，尽可能缩减年度进展情况和财务报告陈述部分和项目提案的文档以及关于项目提案的提问回合，并审议年度进展情况和财务报告网络数据系统的可能性。

8.   关于报告执行拖延、年度付款拖延、履约问题、具体报告规定，报告示范项目和关于有余额的已完成项目，如能减为一年两次，则可精简，这一点是在执委会考虑每年举行两次会议的范围内审议的。商定提出这项建议，因为这可使议程项目报告削减三分之一。但是应当指出，除非会议计划改为一年两次，如果维持一年三次会议而只向两次会议提出现况报告，结果则可能多达 8 个月没有现况报告。 执行委员会商定在 2013 年第一次会议上，参照氟氯烃淘汰管理计划相关工作量和当时的任何其他问题，考虑审议每年举行会议的次数问题（第 61/48(b)号决定）。

9.   当前关于项目的现况报告可以在"关于附有具体报告规定的核定项目执行情况的报告"议程项目范围内审议，并作为对"拖延项目的执行情况和第 5 条国家实现遵守《蒙特利尔议定书》今后管制措施的前景"议程项目中《年度进度和财务报告》查明的履约问题的后续工作。谨提议在一个议程项目内处理一个项目的各现况报告，其新名称是"现况报告和履约问题"。有些情况下，比如示范项目完成报告可能提供详尽的技术资料，秘书处可将这些报告放在单独的一个议程项目下，或者作为一个资料文件。

10.　关于多年期协定的进展情况资料应放在年度进展情况和财务报告的说明栏内和年度执行计划的陈述之中。每一份报告中的资料应同另一份报告中的一致，对任何差异做出说明。

11.　至于氟氯烃淘汰管理计划，如果不申请资金付款，不需要提交关于年度执行计划的传统进度报告。进展情况度资料可包括在上文所说的年度进展情况和财务报告的说明栏内。遇有处理不履约问题和可能适用惩处条款的情形，将要求提交一份年度执行计划报告，并在"项目提案"议程项目下审议。

12.　不再要求就国家淘汰计划、最终淘汰管理计划、甲基溴计划（不再有付款的情况下适用）和制冷剂管理计划未实施的年度执行计划提交报告。代之以提交项目完成报告，包括必要的核证报告，和已核准的多年期协定格式中的表 8，其中按活动列出财务完成状况的资料。万一没有完成项目完成报告，一俟得到核证报告，可在提议的关于现况报告和履约问题的新议程项目范围内，或者在年度进展情况和财务报告范围内提交核正报告。

13.　环境规划署目前就其履约协助方案活动每年编制两份详尽的进度报告：一份包括在每年第二次会议的年度进展情况和财务报告中，大约就 400 个进行中的项目提出报告，包括履约协助方案，另一份在核准年度履约协助方案范围内，于每年的第三次会议上提出。现提议每年只向一年的第三次会议提出一份履约协助方案年度报告。

建议

14.　谨建议委员会：

(a)　注意到 UNEP/OzL.Pro/ExCom/66/18 号文件所载"统一和精简提交执行委员会的各种进度报告"文件；

(b)　要求：

（一）"关于附有具体报告规定的核定项目执行情况的报告"议程项目以前要求的资料，应在一个议程项目和文件的所有现况报告范围内连同履约问题一同提出，题目为"现况报告和履约情况"；

（二）年度进展情况和财务报告说明栏内关于多年期协定的资料应包含在年度执行计划的陈述部分中，并对任何差异做出解释；

（三）没有申请资金付款，不需要年度执行计划，除非遇到适用惩处条款问题的案件；

（四）各机构为制冷剂管理计划、最终淘汰管理计划、国家淘汰计划、甲基溴计划提交项目完成报告，并附已有的核证报告以及已核准的多年期协定格式中的表 8，代替年度执行报告，万一项目完成报告没有完成，一俟核证报告完成，就在现况报告范围内的提交一份核证报告，如果该核证报告在执行委员会第一或第三次会议前完成或在年度进展情况和财务报告前完成；

（五）环境规划署在履约协助方案核准的范围内，向每年的第三次会议提出详尽的履约协助方案活动年度进展情况报告，并在年度进展情况和财务报告的履约协助方案项目内指明项目执行中遇到的障碍。

Revised

OPERATIONAL GUIDELINES FOR PROGRESS AND FINANCIAL REPORTING

Purpose

1.   This uniform format for progress and financial reporting was mandated by the Executive Committee to provide for greater ease of cross-referencing; consistency and use of standard reporting periods; clarification of terms; greater ease of tracking the funds through the various stages of project implementation; information on percentage of funds disbursed; and reduced duplication between implementing agencies' progress reports and financial reports (decision 17/22). The revision of the guidelines was mandated by the Executive Committee at its 25th Meeting (decision 25/8(b)11) and as a result of a workshop with the implementing agencies pursuant to the Executive Committee's decision on streamlining progress reporting (decision 64/6(c)).

2.   This document provides a compilation of pertinent Executive Committee decisions into one user-friendly tool for complying with the requirements for progress and financial reporting of the Multilateral Fund. These guidelines provide the following information, inter alia:

- flow of funds to final beneficiary;
- contributions by way of bilateral activities;
- status in terms of proposed, expected and actual implementation;
- the amount of funds allocated and utilised to date;
- the balance of funds available for disbursing and planned commitments;
- activities since the last report and cumulative data;
- ongoing project preparation activities;
- information on project agreements;
- requests for adjustments upon which decisions may be taken; and,
- data that will assist the Treasurer in determining if any additional funds are available for new approvals.

Background

3.   The Format for Reporting Progress and Financial Information combines information from the Uniform Format for Annual Financial Reports (UNEP/OzL.Pro/ExCom/12/37, Annex III) with the implementing agencies input to the Consolidated Progress Report (UNEP/OzL.Pro/ExCom/10/40, Annex IV) as presented in decision 17/22 and modified by decisions 19/23 and 64/6(c). Pertinent data required by the Interim Monitoring and Evaluation Guidelines (decision 18/20) and the implementing agency business plans are also incorporated. The data bases from each implementing agency will be compiled for the analysis provided in the Consolidated Progress Report.

4.   It should be noted that progress and financial reporting does not replace the requirement in the agreements between the implementing agencies and the Executive Committee for annual audited report financial accounts to be submitted to the Executive Committee through the Treasurer. Agencies should

co-ordinate with the Treasurer to adjust annual audited financial reports to enable these reports to be fully reconcilable with progress and financial reporting. This was re-emphasised in Decision 25/8 (a).

SECTION I: FORMATS FOR DATA BASE AND SUMMARY NARRATIVE

5.   At its 19th Meeting, the Executive Committee noted the importance of ensuring that the information in the summary narrative of the report was fully consistent with that contained in the database submitted by the implementing agencies. To achieve this consistency, formats are provided for both the data base and the summary narrative that precedes it. The database format is attached in Annex I and Annex II.

Submission Requirements

6.   One report will be presented per year. The electronic version of the file should be received in the office of the Secretariat exactly eight weeks prior to the 2nd Executive Committee meeting scheduled in that calendar year or by the 1st of May, whichever is earlier.

7.   Files should not include passwords, protected cells, borders, colours, different font styles, or un-required highlighting unless mutually agreed with the Secretariat since files from all agencies must be combined to compile the Consolidated Progress Report.

8.   No numeric or date entry should have spaces, commas, dashes or any other punctuation marks entered except that which is automatically assigned by the cell format. All dates should be provide in a date format. For example, May 1995 should be entered "5/1/95"; however, the display of the date will be "May-95".

9.   A copy of the format for the data base is provided in the accompanying Excel 20097 workbook (OG-PR(revised).XLS) in the worksheet titled "Data Base". Definitions for these formats are provided in Section III.

Data Base

10.   Implementing agencies will submit their data tables for Progress and Financial Reporting in the spreadsheet format used by the Fund Secretariat (currently Microsoft Excel 92007) by email or as specified by the Secretariat. Each agency's database will be available to the Executive Committee on the web site of the Secretariat as part of the Consolidated Progress and Financial Report data base, with a printout available upon request.

11.   The data base used by the Fund Secretariat (Microsoft Access 20097) may be used if the data base formats are interchangeable with the spreadsheet format. Additional programming is necessary to enable an Access data bases to be interchangeable with the spreadsheet format.

12.   For presentation purposes, all project data should be grouped by status, e.g., completed, ongoing, transferred and closed projects. Data within these groups should be presented in alpha-numerical order according to Country, Sector, Meeting Number, Type, Inventory Number, and Region. Agencies should provide totals where appropriate for each column.

13.   Implementing agencies should include information on dates of approval and implementation of projects and disbursement of funds, on a project-by-project basis as approved by the Executive

Committee (sub-project-by-sub-project basis, where applicable), and to highlight in the summary narrative the reasons for any delays, since such delays could lock up Fund resources for significant periods, possibly several years.

<u>Summary Narrative</u>

14.   The format for the summary narrative of progress and financial reports is provided in Section II.

15.   The descriptive narrative for the data base should be submitted ~~both~~ in **electronic version** ~~and printed hard copy~~.   The <u>electronic version</u>~~printed copy~~ will be ~~distributed~~<u>included</u> with meeting documentation. Microsoft allows summary narrative text to be linked to a data base/worksheet which enables data in data bases/worksheets to be automatically updated in narrative texts. Summary narrative may be linked to the data base electronically, but if such a file is linked, a copy of a non-linked summary narrative file should also be submitted.

SECTION II: FORMAT FOR THE SUMMARY NARRATIVE OF AGENCY PROGRESS REPORTS

16.   Implementing agencies should use the following section and sub-section titles and provide the information required according to the format without any changes in headings. In some cases (particularly for UNEP), certain sections are not pertinent such as those pertaining to project preparation and investment projects. In such cases, no text is required. UNEP's unique activities associated with its clearinghouse and networking functions as well as its regional training activities will be addressed under Section III.

I.   Project Approvals and Disbursements
        A. Annual Summary Data

17.   This section should begin with a summary in a few sentences. The format for this table is provided in the accompanying workbook (OG-PR(revised).XLS) as a worksheet entitled "Annual Summary". This table does not distinguish agency or national implementation. The data provided by year should not include time-sensitive accounts or retroactive projects (projects where the phase-out occurred before the project was approved by the Executive Committee). Retroactive projects and time-sensitive accounts should be indicated as one cumulative figure. It should be noted that project types are not distinguished so an investment project counts as one approved project as does a technical assistance project.

        B.   Interest

18.   This section should describe the status of interest and include annual information about interest earned and interest returned.

        C.   Summary Data by Type (CPG, DEM, INS, INV, PRP, TAS, TRA)

19.   This section should begin with a summary in a few sentences. The format for this table is provided in the accompanying workbook (OG-PR(revised).XLS) as a worksheet entitled "Summary of Data by Project Type".   The table includes approvals, adjustments and disbursements by type of project/activity.

D. Multi-year agreements

20.   This section addresses the multi-year agreements. It should highlight the accomplishments and indicate any relevant issues concerning the current implementation of the agreements. Annex II should be referenced in this section of the narrative.

E.   Sector Phase-Out by Country

21.   This section was for indicating the sectors by country for which total phase-out has been funded. To some extent, much of this information would be contained in the new Section D on Multi-year agreements, except for those one-off investment projects that result in a total sector phase-out. The status of these projects should be indicated in this section.

II.   Project Completions since Last Report
A. ODP phased out since Last Report
B. Non-investment Project Completions since Last Report
1. Country Programmes
2. Technical Assistance
3. Training

22.   Following a summary of investment and non-investment activities in a few sentences, a table of completed projects should be presented according to the format provided in OG-PR(revised).XLS in the worksheet entitled "Completed Since Last Report". If a date of financial completion is provided, it will be assumed that no additional disbursements are anticipated. One table can be provided for both investment and non-investment projects.

III.   Global and Regional Project Highlights
A. Global Projects
B. Regional Projects

23.   This section provides for a brief narrative, about 200 words, for activities on Global and Regional Projects. UNEP's CAP activities should be listed under global projects.

IV.   Performance Indicators
A. Agency' Business Plan Performance Goals

24.   Each agency stipulates its performance goals for the annual business plan. This sub-section should present those indicators and address how the agency is meeting those goals.

25.   The narrative for the following sub-sections provides summary information for each region, sector, and implementation characteristic and type for non-investment projects. A few sentence summary should precede each table. The format for the tables in the following sub-sections is provided in the accompanying workbook (OG-PR(revised).XLS) in worksheets entitled "Cumulative Completed Investment Projects", "Cumulative Completed Non-Investment Projects", "Cumulative Ongoing Investment Projects", and "Cumulative Ongoing Non-Investment Projects". This enables the agencies to present a summary of all of the projects that they have completed since the beginning of the Multilateral Fund. The data in each of the five sections should equal the grand total.

B. Cumulative Completed Investment Projects

C. Cumulated Completed Non-Investment Projects

D. Cumulative Ongoing Investment Projects

E. Cumulative Ongoing Non-Investment Projects

V. Status of Agreements[1] and Project Preparation (where applicable), by country
   A. Agreements to be signed/executed/finalized and when they will be ready for disbursing
   B. Project Preparation by country, approved amount, and amount disbursed.

26.   This section could begin with a few sentences and should follow with a table on agreements and one on project preparation. The format for the project preparation table is provided in the accompanying workbook (OG-PR(revised).XLS) as a worksheet entitled "Active Project Preparation".   Project preparation should be listed by region, country, and by project number.   Only project preparation accounts that are currently active, i.e. for which there is no date of financial completion, should be listed in this table.

VI. Administrative Issues (Operational, Policy, Financial, and Other Issues)
   A. Meetings Attended
   B. Implementing Agency and Other Co-operation
   C. Other Issues

27.   The agency will list those meetings attended and any interagency (including bilateral agencies) co-operation undertaken during the reporting period.   In the past, agencies included an adjustments section.   However, as adjustments are now addressed in the context of the Balances Report, no adjustment section is needed.

Annex ICountry Developments

28.   This annex will be listed by country for the countries in which the implementing agency is involved.   It should contain the following sections by country: Section A: highlights of projects activities, Section B: Institutional Strengthening activities, Section C: Activities provided from agencies' support costs, Section D: Activities to assist other agencies~~,~~. ~~Section E: CAP activities (for UNEP), and Section F: non-CAP activities (for UNEP),~~

29.   Section A should address highlights of projects and activities under agency implementation, entitled "Country Developments".   The paragraph should indicate the number of projects formulated, amount approved (US $), and the ODP to be phased out.   It should then indicate what has been completed and how much was phased out. The next sentence should address reasons for delays. The last sentence should indicate the amount of disbursements in the country for your agency's projects. This format is based on UNDP's presentation to the 25th Meeting.

30.   Section B should address the activities of institutional strengthening units whose funds are allocated by the concerned implementing agency.   It will focus on the goals, objectives, and activities funded through the institutional strengthening unit allocation provided by the Executive Committee.   The narrative should also address any additional requirements specified by the Committee in its decision

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[1] Project documents represent agreements for some agencies.

concerning institutional strengthening renewal (Decision 19/29 [b and c]). The paragraph should indicate visits from the implementing agency, personnel hired, and activities underway by the ozone office. This format is based on UNDP's presentation to the 25th Meeting.

31.   Section C should indicate any types of activities that were provided by the implementing agency from its administrative costs. Section D should address any activities conducted by your agency to assist other agencies. ~~This would be most relevant to CAP and as relevant for the other implementing agencies. Sections E and F are for UNEP to address its CAP and non-CAP activities.~~

Annex II   Data Base (note: completed, ongoing, closed, and transferred will be part of one data base). The data should be summarised per decision 17/22 by implementation characteristics. Annex II contains a database worksheet and an MYA worksheet.

DEFINITIONS OF TERMS IN THE PROGRESS AND FINANCIAL REPORTS AND THE CONSOLIDATED PROGRESS REPORT

32.   The terms used in the data base and summary narrative are defined in this section. Definitions are listed in alphabetical order to provide a glossary for those who are charged with provided the data for the data base and summary narrative. An asterisk (*) appears before those terms which can not be changed from progress report to progress report as they are linked to data in the original project proposal. Two asterisks (**) are for data required only for the macros for the verification program and three asterisks (***) are for data that are required only for the MYA database.

***Actual ODP Consumption for Reporting Year** – The amount of consumption reported to the Ozone Secretariat pursuant to Article 7. If data from other sources, the other source should be footnoted.

***Actual ODP Production for Reporting Year** – The amount of production reported to the Ozone Secretariat pursuant to Article 7. If data from other sources, the other source should be footnoted.

Adjustment - Adjustments to the initial approved funding level (could be positive or negative values). Only those adjustments that have been approved by the Executive Committee should be listed.

*Agency Code** - Name of implementing agency, e.g. UNDP - United Nations Development Programme; UNEP - United Nations Environment Programme; UNIDO - United Nations Industrial Development Organization; IBRD - World Bank; and name of country for bilateral agencies.

*Agency/National Implementation** - An implementation characteristic. This column indicates if the project is being implemented through agency (A) or national (N) implementation. Some projects are implemented by the agencies and others by national governments or the enterprises themselves. Institutional strengthening is to be reported as (N) national implementation.

*Approved Funding** - Funds as initially approved by the Executive Committee. Any change in the initial approval should be indicated under "Adjustment". Support costs should not be included.

Approved Funding plus Adjustment - The sum of Approved Funding and Adjustment.

Average Number of Months Currently Expected until Completion - The average difference between the Planned Date of Completion and the Date Approved.

**Average Number of Months from Approval - The average difference between the date of the Progress Report and the Date Approved.

**Average Number of Months from Approval to Completion - The average difference between the Date Completed (Actual) and the Date Approved.

**Average Number of Months from Approval to First Disbursement - The average difference between the First Disbursement Date and the Date Approved.

**Balance - The difference between approved funding plus adjustments minus funds disbursed. This should be specified for completed, ongoing, transferred, and closed projects. All projects with a negative balance require action by the Executive Committee.

Business Plan Allocation (Investment/Non-Investment) - Indicate whether the allocation is for investment projects or non-investment projects. *The designation of investment/non-investment is based on where if the project was included in the business plan's allocation for non-investment or investment.*

Chemical – The substance for which the project was approved to phase-out. The notations of the chemical are as follows: CFC (Chlorofluocarbon), HAL (Halon), CTC (Carbon Tetrachloride), TCA (Methyl Chloroform), and MBR (Methyl Bromide). *In cases where there are more than one chemical, please enter each chemical separated by a space in one text field on the same row as the project number.*

Closed Projects/Activities (CLO) - Projects that were closed without implementation. Under most, if not all circumstances, such projects should also have an entry under the column entitled "Adjustments" to indicate that un-utilised funds were returned when a date of financial completion is provided; however, expenditures may have been incurred before the project was closed which will be noted under the column "Funds Disbursed". Projects are listed as "CLO" only after the Executive Committee has approved the "Adjustment", otherwise the project remains classified as "ONG". Typically there should be no phase-out associated with these projects, except in the case of bankruptcy. No date of completion, except date of financial completion, should be provided.

Completed Projects/Activities (COM) - Projects that have been commissioned and the ODP has been phased-out. For activities without an ODP phase-out, when the activity was completed. Projects that have been completed but the company went bankrupt should be considered COM and FIN when accounts are closed because the Executive Committee requires that project completion reports should be prepared for such projects. *Any balances to be returned from FIN projects should be included in the agencies' Balances Report.*

Consumption ODP Phased Out - The amount of ODP **consumption** phased out for completed projects. This may include partial phase-out if phase-out is to occur in stages as indicated in the project proposal. Determined by using the same calculation as was used to define "ODP to be phased-out" for that specific project (either 3-year average or actual amount of consumption in the year previous to the submission) but must be reported consistently for each project. ODP data should be reported to the level of the first decimal point (i.e. 25 ODP tonnes is 25.0 ODP tonnes). *Please note that the maximum phased-out is the amount indicated in the proposal for multi-year agreements. The phase-out from institutional strengthening projects should be entered once the project is completed.*

* Consumption ODP to be Phased Out per Proposal- The amount of **consumption** phase out is based upon the average of the three years prior to submission of the proposal or the amount of consumption the year previous to the submission of the proposal as per UNEP/OzL.Pro/ExCom/16/20, paragraph. 32b. For projects approved prior to that decision, agencies and the Secretariat will co-ordinate to estimate an amount of phase-out comparable to the guidance from the 16th Meeting. For projects approved subsequent to the 25th Meeting, the amount of ODP to be phased out per the Report of the Executive Committee meeting at which the project was approved. ***Please note that the phase-out is the amount indicated in the agreement for muti-year projects. Institutional strengthening projects for which a phase-out is listed in the reports of the Executive Committee should be entered for CFCs.***

*Country Code - A three digit code for countries. For example, CPR is China, People's Republic and EGY is Egypt. A list of country codes is attached as Annex III.

~~**Cumulative Interest Accrued** - The amount of interest, cumulative to the previous year, accrued on behalf of the Fund for Executive Committee allocation.~~

*Date Approved - The month of the Executive Committee Meeting at which the project was initially approved and funds allocated. For example, for the 25th Meeting, the "Date Approved" would be entered as July 1998.

*Date Completed (Actual) - Date when ODP was phased out. For activities, the date at which the activity was implemented (e.g. when training course was completed).

*Date of Completion per Proposal - Date when ODP phase-out was supposed to occur according to the proposal. For activities, the date at which activity was expected to be implemented according to the proposal. Calculated by adding project duration as specified in work programme or project proposal to the "Date Approved".

Date of Financial Completion - The date of the meeting at which the Executive Committee approved the final adjustment at which point all expenditures were reported and the account is closed. If the date of that meeting was on or prior to the 15th of the month (i.e. 8-11 June 1998), the approval date is entered as the first of the month of the meeting (i.e. 1-June-98). If the meeting at which the project was approved occurred after the 15th of the month (i.e. 25-28 June 1998), then the approval date is entered as the first of the following month (i.e. 1-July-1998). The absence of a date in this column means that the account has not been closed.

Disbursement Method - An implementation characteristic. Some agencies may disburse funds as a project is implemented or only disburse funds after the project is implemented. This column specifies the disbursement method: disbursement during implementation (I), disbursement for retroactive (R) projects (projects approved after the ODP has been phased out); and disbursement for projects begun after Executive Committee approval for which disbursement provided after implementation (D). Agencies agreed to eliminate "D" from the choices of disbursement pending World Bank confirmation *(on 28 August).*

Estimated Disbursements in Current Year - Money set aside for continuation of project/activity for the current year. Estimated Disbursements in Current Year should be provided for both completed and ongoing projects and in the annual summary table. This replaces "Planned Commitments in Current Year" that was provided in progress reports through the 25th Meeting.

Financially Completed Projects (FIN) - For completed projects only where there is a date of financial completion and all accounts have been finalized. Completed projects for which funds are being returned as reflected within the Adjustment Table. The project may be classified as "FIN" only after the Executive Committee meeting when the report is presented, classified as "COM" with an adjustment indicated, and approved. The next business plan will then show the project as "FIN".

First Disbursement Date - Date of any expenditure toward implementation of a project.

***Funds Committed by ExCom – Total amount approved in principle for the multi-year agreements.

***Funds Disbursed to the Country – The total amounts for which the implementing agencies disbursed to the country for the implementation of the multi-year agreements.

***Funds Released including Present Year by ExCom – Total amount approved and released by the Executive Committee for the implementation of the multi-year agreements. Please note that this amount should also include the amount approved in the current year.

Funds Disbursed - Actual expenditures by agency (excluding obligations). Does not include support costs.

Funds Obligated - Funds that have been obligated but not disbursed. Funds obligated are also defined as the balance of an allocation, allotment or appropriation that has been obligated or not ready to be disbursed.

Implementation Characteristics - Columns that include information such as agency/national implementation; time- or objective-sensitive account; and disbursement method.

Interest Accrued since Last Report - The amount of interest accrued on behalf of the Fund since the last progress report.

*Inventory Number - A sequential number per country assigned by the Fund Secretariat.

*Meeting Number - Number of meeting at which project initially approved and funded. For example, the entry for the Eighteenth Meeting is 18 and the entry for the Fifth Meeting is 5.

Multi-Year/*Multi-Year Partial Phase-out/*One-off Phase-Out/Individual/RMP/RMP Update/*RMP for Non-LVC*/Halon Banking – Column that includes information to determine whether a project is a multi-year, one-off total phase-out project, individual project, RMP or RMP update or halon banking project. *A multi-year agreement is one that brings a sector or chemical to total phase-out. Those multi-year agreements that do not bring the sector or chemical to total phase-out should be entered as" Multi-year partial phase-out". RMPs for non-LVCs should be entered as such. RMP updates are for LVCs only.*

Multi-Year Current Tranche Confirmation of Annual Performance Target - Annual Target Met as Reported by Country - Indicate whether the country meets the annual target set in the agreement for the relevant tranche.

Multi-Year Current Tranche Confirmation of Annual Performance Target - Verification Completed - Indicate whether the implementing agencies complete the verification of the multi-year agreement for the relevant tranche.

Multi-Year Current Tranche Confirmation of Annual Performance Target – Verification Report to ExCom – Indicate whether the implementing agencies submit the verification Report to the Executive Committee for the relevant tranche.

Multi-Year Current Tranche – Consumption Performance target – The level of consumption targeted for the relevant tranche in ODP tonnes. *For agreements with more than one implementing agency, the consumption target is the amount of consumption for which the agency concerned is responsible.*

Multi-Year Current Tranche – Actual Consumption – The actual level of consumption for the relevant tranche in ODP tonnes. *For agreements with more than one implementing agency, the consumption target is the amount of consumption for which the agency concerned is responsible.*

Multi-Year Current Tranche – Production Performance target – The level of production targeted for the relevant tranche in ODP tonnes.

Multi-Year Current Tranche – Actual Production – The actual level of production for the relevant tranche in ODP tonnes.

**Number Completed - Number of activities for which ODP has been phased out or the activity has been completed.

**Number of Approvals - Number of activities approved by calendar year.

***ODP Consumption Allowed for the Reporting Year – The amount of consumption allowed for the reporting year per the agreement.

***ODP Production Allowed for the Reporting Year - The amount of production allowed for the reporting year per the agreement.

Ongoing Projects/Activities (ONG) - All approvals not classified as completed, financially completed, transferred, or closed.

**Overall Cost-Effectiveness to the Fund - Approved Funding plus Adjustment divided by ODP phased out in kilograms.

**Per Cent Completed - Number of Projects Completed divided by the Number of Approvals.

**Per Cent of Funds Disbursed - Funds Disbursed divided by Approved Funding plus Adjustment, excluding support costs.

**Per Cent of ODP Phased Out - ODP Phased Out divided by the ODP to be Phased Out.

Planned Date of Completion - The date when the investment project is currently expected to be result in a permanent phase out (when the project is currently expected to be commissioned or fully implemented) or in the case of non-investment projects, when the activity is expected to be implemented.

Latest Planned Date of Completion - 22nd Mtg / 28th Mtg / 31st Mtg / 34th Mtg / 37th Mtg- Planned Date of Completion — The date against which projects are measured to determine if a project is considered to have an implementation delay as per Decision 22/61 (b).

Production ODP Phased Out - The amount of ODP production phased out for completed projects. This may include partial phase-out if phase-out is to occur in stages as indicated in the project proposal. ODP data should be reported to the level of the first decimal point (i.e. 25 ODP tonnes is 25.0 ODP tonnes). *Please note that the maximum phased-out is the amount indicated in the proposal for muti-year agreements.*

* Production ODP to be Phased Out per Proposal -- The amount of production phase out is based upon the average of the three years prior to submission of the proposal or the amount of consumption the year previous to the submission of the proposal as per UNEP/OzL.Pro/ExCom/16/20, paragraph. 32b. For projects approved prior to that decision, agencies and the Secretariat will co-ordinate to estimate an amount of phase-out comparable to the guidance from the 16th Meeting. For projects approved subsequent to the 25th Meeting, the amount of ODP to be phased out per the Report of the Executive Committee meeting at which the project was approved. *Please note that the phase-out to be recorded is the amount indicated in the agreement for multi-year projects.*

*Project Title - The title listed in the approval recorded in the report of the Meeting of the Executive Committee at which the project was approved. Project title should include name of enterprises and/or sub-sector. If several enterprises are represented by one approval, individual enterprises may constitute one project or could be grouped by sub-sector and all information required for a data base entry should be provided.

**Project Number - The project number includes the following columns in the following order: Country Code, Sector Code, Meeting Number, Type, and Inventory Number. To save space in the worksheet, the individual column headings will not be listed. An example of a project number is as follows: ARG/REF/18/INV/118. This sample project number is for a project approved for Argentina in the domestic refrigeration sector at the 18th Meeting of the Executive Committee. It is an investment project, and the 118th project/activity approved by the Executive Committee for Argentina. Inventory number used internally by the individual implementing agencies should not be used.

*Region Code - The regional code used by the Fund Secretariat. Codes for regions are found in the attached Annex III.

Remarks/Remarks (Latest Information) - Implementing agencies should specify progress achieved towards the goals of projects/activities by milestones achieved and actions towards next goals. This section should be used to indicate if the conditions of approval have been achieved and progress toward achieving those conditions. While the progress report data are based on a snapshot as of 31 December, the remarks may indicate most recent progress, especially with regard to the latest tranche of multi-year agreements. Information up to 31 December is included in the Remarks column and latest information after 31 December is included in Remarks (Latest Information) column. Lessons learned should be noted in accordance with any monitoring and evaluation guidance such as measures taken to remedy problems, when equipment used for CFC processes was destroyed, when project completion reports were submitted, and the accomplishment of business plan goals. Reasons for any delays should be presented in this section. Information should include:

o   A brief report on the actual progress made in the calendar year;

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o   Milestones achieved during the reporting period;
o   Was there any delay during the reporting year? (yes/no);
o   If the answer to the above is yes, reasons for delays and actions taken to overcome them;
o   Any ongoing recurring problem that hampers implementation?(yes/no)?;
o   If yes, any action required from the ExCom to overcome the problems?

Milestones for investment and non-investment projects, HPMP preparation and HPMP tranches are as follows:

Investment Project Milestones	Non-Investment Projects
- Grant agreement submitted to beneficiary - Grant agreement signature - Bids prepared and requested - Contracts awarded - Equipment delivered - Commissioning and trial runs - De-commissioning and/or destruction of redundant baseline equipment	- Legal arrangements - Initial stages of project implementation begins - Intermediate goals achieved - Project completion and follow-up

HPMP Preparation Milestones	HPMP Annual Tranches
- HCFC survey completed - Stakeholders workshop held - Local institutions identified - Experts recruited - All technical input completed - Draft document completed	- First mission/Working arrangements (agreement/document signatures/PDA) agreed - Terms of reference completed - First disbursement - All funds disbursed

In addition, implementing agencies should also provide progress on multi-year, one-off projects and RMPs to address provisions and implementation conditions of the agreements. Remarks may be brief for the annual tranches of multi-year agreements for example: "Consumption target met", "Consumption target not met action taken…", "Required establishment of servicing centres needed for phase-out delayed; action taken…".

*Sector Code - The sector as indicated in the proposal, as recorded in the meeting report where the project was initially approved, or as indicated in the Inventory of Approved Projects. A list of sector codes is provided in Annex IV attached.

***Sector Plan/National ODS Phase-Out Plan – The sector for which the multi-year agreement was approved or national ODP phase-out plan.

Status - Status should be designated with one of four terms: ONG for ongoing; COM for completed; CLO for closed; FIN for financially completed projects; and TRF for transferred to another implementing agency.

Support Cost Approved - Approved administrative costs for agency in delivering a programme or activity approved by the Executive Committee. *The support cost approved is based on the original approval since any changes after the approval should be reflected in "support cost adjustment".*

Support Cost Adjustment – Adjustments to the initial approved support costs (could be positive or negative values). Only those adjustments that have been approved by the Executive Committee should be listed.

Support Cost Disbursed - Administrative costs disbursed by the agency in delivering a programme or activity approved by the Executive Committee.

**Support Cost Balance – The difference between support cost approved minus support cost adjustment and support cost disbursed. This should be specified for completed, ongoing, transferred, and closed projects. All projects with a negative support cost balance require action by the Executive Committee.

Support Cost Obligated - Administrative costs allocated for obligated balances.

~~**Time-/Objective-Sensitive Accounts** - An implementation characteristic. This column indicates if the project is implemented through a time- (T) or objective-sensitive (O) account. Some projects are approved for a one-year or three-year period and their completion represents the end of a period of time instead of the accomplishment of a project objective. Institutional strengthening, and until 1996 in the case of the World Bank, project preparation, are examples of time-sensitive accounts. Other accounts are objective-sensitive, meaning their completion date is dependent upon achieving the project's objective.~~

***Total ODP Consumption to be Phase-out for the Plan – The total amount of consumption to be phased out for a multi-year agreement.

***Total ODP Production to be Phase-out for the Plan - The total amount of production to be phased out for a multi-year agreement.

Transferred Projects/Activities (TRF) - Projects that were transferred to another implementing agency before final implementation. (The agency that receives the project should list it as Ongoing until it is completed.) Under most if not all circumstances, such projects should also have an entry under the column entitled "Adjustments" to indicate that un-utilised funds were transferred to another agency and/or bilateral and a date of financial completion; however, expenditures may have been incurred before the project was transferred which will be noted under the column "Funds Disbursed". No date of completion should be provided except date of financial completion upon approval of the Executive Committee.

*Type - Projects can be grouped by type of activity with this indicator. Types of projects are listed as follows: country programmes (CPG), demonstration project (DEM), institutional strengthening (INS), investment (INV), project preparation (PRP), technical assistance (TAS), and training (TRA). Some projects may include more than one type of activity. In such cases, a project will be classified according to the following hierarchy: DEM, INV, INS, CPG, PRP, TAS, and~~AND~~ TRA. For example, projects that include a technical assistance component and an investment component are classified as investment projects. Also institutional strengthening that contains technical assistance or training are classified as institutional strengthening projects.

~~**Year of Business Plan** - Identify the year of the business plan in which the projects are included.~~

Year of Contribution – For bilateral agencies only, this is the year to which bilateral contributions were credited.

DATA ENTRY PROBLEMS IN AGENCY PROGRESS REPORTS

31.   This uniform format for progress reporting was mandated by the Executive Committee to provide for accuracy and consistency of the format and data entry. This section addresses some of the common errors found in progress reports. Implementing agencies are requested to check their progress report databases to ensure that these common errors are avoided before progress report databases are submitted to the Fund Secretariat. A list of queries to verify agency progress report data inconsistencies is attached in Annex V.

CLOSED PROJECTS (CLO)

Project were closed without final implementation

Required
- *Date of Financial completion*
- *Funds disbursed* should be provided if there is a *first disbursement date*
- *Approved funding* should be provided
- *Adjustment* (amount transferred back) is needed to provide un-utilized funds to be returned at the date of financial completion, this adjustment is recorded in the progress report after approved by the Executive Committee. If adjustments need to be approved, they should be in the progress report narrative under *Adjustments* section.
- *Balance* should be zero
- *Date of completion per proposal* (all projects should have this)

Not required
- *Actual date of completion*
- *Planned commitment in current year*
- *Planned date of completion*
- ***ODP phased-out* (**exceptional are cases of bankruptcy)

ONGOING PROJECTS (ONG)

Projects under implementation - not classified as Closed, Transferred, Completed, or Financially Completed.

Required
- All projects approved in the reporting period (i.e.: cumulative data to December 31 of the current year).
- *Planned commitment* is required
- *Date of completion per proposal* to determine if the project was completed on time
- *Approved level of funding*
- *Planned date of completion*
- If it has *first disbursement date*, it requires the amount of *funds disbursed* or vice-versa
- Ongoing projects have *18 months for first disbursement date after approval*, otherwise the project is considered as an implementation delays. Such projects should be addressed in the narrative of the report with detailed explanations.
- Ongoing projects that are *planned to be completed over 12 months after the date of the completion of the project proposal* (if the project was included in the last progress report, the delay is calculated on the basis of current planned completion in last progress report) are considered as an implementation delay. Such projects should be presented in the narrative with detailed explanations about the delays.

Not required
- *Actual date of completion*
- *Date of financial completion*

COMPLETED PROJECTS (COM)

Projects that have been commissioned and the ODP has been Phased-out (operational completion)

Required
- *Date of completion per proposal*
- ***Estimated disbursement in current year*** is required if there is a positive balance
- If the project is completed over 2 years, it should be classified as *financially completed* (Otherwise, reasons for late financial completion should be provided.)
- *First date of disbursement*
- *Actual date of completion*

Not required
- *Planned date of completion* is not required, the cell should be blank
- *Date of financial completion*

FINANCIAL COMPLETED PROJECTS (FIN)

For completed projects only where there is a date of financial completion and all accounts have been finalized

Required
- *Date of financial completion*
- *Actual date of completion*
- *First disbursement date* should also be provided

Not required
- Planned date of completion
- Planned commitment for the current year (By definition, there cannot be any additional commitments for financially completed projects.)

TRANSFERRED PROJECTS (TRF)

Projects that were transferred to another implementation agency before final implementation

Required
- *Approved level of funding*
- *Adjustment* should be provided to indicate the un-utilized funds were transferred to another agency
- *Funds disbursed* is needed to indicate the funds used before transferring project
- *Date of financial completion* (when books closed and funds transferred)

Not required
- A*ctual date of completion*

FORMAT AND DATA ENTRY PROBLEMS

- N/A in any cell. These cells should be blank.
- Two dates of approval in one cell.

- No project number
- Only one meeting date is required, the initial approval date
- Cannot predict *first disbursement date.* First disbursement must occur during reporting period.
- One digit for meeting and project number. It requires at least 2 digits.
  For example, if the project number is 1, it becomes 01.
- Any missing entry or incorrect data unless otherwise indicated above.

ANNUAL PROGRESS REPORT FORMAT

Status	Agency	Project Title	Multi-Year/*Multi-Year Partial Phase-out*/One-off Phase-Out/Individual/ RMP/RMP Update/*RMP for Non-LVC*/Halon Banking	Region	Country	Sector	Mtg	Type	Num	A/N	IRD	Chemical	Consumption ODP to be Phased Out per Proposal	Consumption ODP Phased Out	Production ODP to be Phased Out per Proposal	Production ODP Phased Out	Date Approved	First Disbursment Date	Date of Compl per Proposal

con't

Planned Date of Completion	Date Completed (Actual)	Date of Financial Completion	Approved Funding (US$)	Adjustment (US$)	Approved Funding plus Adjustments (US$)	Funds Disbursed (US$)	Per Cent of Funds Disbursed	Balance (US$)	Funds Obligated (US$)	Estimated Disbursement in Current Year (US$)	Support Cost Approved (US$)	Support Cost Adjustment (US$)	Support Cost Disbursed (US$)	Support Cost Balance (US$)	Support Cost Obligated (US$)

con't

Remarks (Specify milestone achieved, remedial actions, and issues of relevance to ExCom	Remarks (Latest information) continued) (for Multi-Year, One-off address provisions of agreement, RMPs; and implementation of conditions of agreements).	Year of Contribution	22nd MtgLatest Planned Date of Completion	Business Plan Allocation (Investment/Non-Investment)

con't

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~~Multi-Year Current Tranche Consumption Performance target (ODP Tonnes)~~	~~Multi-Year - Current Tranche Actual Consumption (ODP Tonnes)~~	~~Multi-Year - Current Tranche Production Performance target (Odp Tonnes)~~	~~Multi-Year - Current Tranche Actual Production (ODP Tonnes)~~	~~Multi-Year Current Tranche Confirmation of Annual Performance Target - Annual Target Met as Reported by Country (Yes/No)~~	~~Multi-Year Current Tranche Confirmation of Annual Performance Target - Verification Completed (Yes/No)~~	~~Multi-Year Current Tranche Confirmation of Annual Performance Target - Verification Report to ExCom (Yes/No)~~

Annex II

MULTI-YEAR AGREEMENTS SUMMARY

Country	Sector Plan/National ODS Phase-Out Plan	Date Approved	Planned Date of Completion	Funds Committed by ExCom (US$)	Funds Released including Present Year by ExCom (US$)	Funds Disbursed to the Country (US$)	Total ODP Consumption to be Phased-out for the Plan	ODP Counsumption Allowed for the Reporting Year	Actual ODP Consumption for Reporting Year	Total ODP Production to be Phase-out for the Plan	ODP Production Allowed for the Reporting Year	Actual ODP Production for Reporting Year	Remarks (Achievement of Conditions of Approval, Milestones, Relevant Issues concerning next Targets)	Remarks (Latest information)

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Annex III

COUNTRY & REGION CODE LISTING

Region	Country	Code
Africa	Algeria	ALG
	Angola	ANG
	Benin	BEN
	Botswana	BOT
	Burkina Faso	BKF
	Burundi	BDI
	Cameroon	CMR
	Cape Verde	CBI
	Central African Republic (the)	CAF
	Chad	CHD
	Comoros (the)	COI
	Congo (the)	PRC
	Cote d'Ivoire	IVC
	Democratic Republic of the Congo (the)	DRC
	Djibouti	DJI
	Egypt	EGY
	Equatorial Guinea	EQG
	Eritrea	ERI
	Ethiopia	ETH
	Gabon	GAB
	Gambia (the)	GAM
	Ghana	GHA
	Guinea	GUI
	Guinea-Bissau	GBS
	Kenya	KEN
	Lesotho	LES
	Liberia	LIR
	Libyan Arab Jamahiriya (the)	LIB
	Madagascar	MAG
	Malawi	MLW
	Mali	MLI
	Mauritania	MAU
	Mauritius	MAR
	Morocco	MOR
	Mozambique	MOZ
	Namibia	NAM
	Niger (the)	NER
	Nigeria	NIR
	Region: AFR	AFR
	Rwanda	RWA
	Sao Tome and Principe	STP
	Senegal	SEN
	Seychelles	SEY
	Sierra Leone	SIL
	Somalia	SOM
	South Africa	SOA
	South Sudan	SSD
	Sudan (the)	SUD
	Swaziland	SWA
	Togo	TOG
	Tunisia	TUN
	United Republic of Tanzania (the)	URT

Region	Country	Code
Asia and the Pacific	Afghanistan	AFG
	Bahrain	BAH
	Bangladesh	BGD
	Bhutan	BHU
	Brunei Darussalam	BRU
	Cambodia	KAM
	China	CPR
	Cook Islands (the)	CKI
	Democratic People's Republic of Korea (the)	DRK
	Fiji	FIJ
	India	IND
	Indonesia	IDS
	Iran (Islamic Republic of)	IRA
	Iraq	IRQ
	Jordan	JOR
	Kiribati	KIR
	Kuwait	KUW
	Lao People's Democratic Republic (the)	LAO
	Lebanon	LEB
	Malaysia	MAL
	Maldives	MDV
	Marshall Islands (the)	MAS
	Micronesia (Federated States of)	FSM
	Mongolia	MON
	Myanmar	MYA
	Nauru	NAU
	Nepal	NEP
	Niue	NIU
	Oman	OMA
	Pakistan	PAK
	Palau	TTR
	Papua New Guinea	PNG
	Philippines (the)	PHI
	Qatar	QAT
	Region: ASP	ASP
	Samoa	SAM
	Saudi Arabia	SAU
	Singapore	SIN
	Solomon Islands	SOI
	Sri Lanka	SRL
	Syrian Arab Republic	SYR
	Thailand	THA
	Timor-Leste	TLS
	Tonga	TON
	Tuvalu	TUV
	United Arab Emirates (the)	UAE
	Vanuatu	VAN
	Viet Nam	VIE
	Yemen	YEM

Country	Code
Uganda	UGA
Zambia	ZAM
Zimbabwe	ZIM

Region	Country	Code
Latin America and the Caribbean	Antigua and Barbuda	ANT
	Argentina	ARG
	Bahamas (the)	BHA
	Barbados	BAR
	Belize	BZE
	Bolivia (Plurinational State of)	BOL
	Brazil	BRA
	Chile	CHI
	Colombia	COL
	Costa Rica	COS
	Cuba	CUB
	Dominica	DMI
	Dominican Republic (the)	DOM
	Ecuador	ECU
	El Salvador	ELS
	Grenada	GRN
	Guatemala	GUA
	Guyana	GUY
	Haiti	HAI
	Honduras	HON
	Jamaica	JAM
	Mexico	MEX
	Nicaragua	NIC
	Panama	PAN
	Paraguay	PAR
	Peru	PER
	Region: LAC	LAC
	Saint Kitts and Nevis	STK
	Saint Lucia	STL
	Saint Vincent and the Grenadines	STV
	Suriname	SUR
	Trinidad and Tobago	TRI
	Uruguay	URU
	Venezuela (Bolivarian Republic of)	VEN

Region	Country	Code
Europe	Albania	ALB
	Armenia	ARM
	Bosnia and Herzegovina	BHE
	Croatia	CRO
	Cyprus	CYP
	Georgia	GEO
	Kyrgyzstan	KYR
	Malta	MAT
	Montenegro	MOG
	Region: EUR	EUR
	Republic of Moldova (the)	MOL
	Romania	ROM
	Serbia	YUG
	Slovenia	SLO
	The Former Yugoslav Republic of Macedonia	MDN
	Turkey	TUR
	Turkmenistan	TKM
Global	Global	GLO

Annex IV

SECTOR CODE LISTING*

Sector	Code	Subsector
Aerosol	ARS	Contract filler
		Filling plant
		HCFC phase out plan
		LPG purification
		Metered dose inhalers
		Preparation of project proposal
		Sectoral phase out plan
		Technical assistance/support
		Training programme/workshop
Destruction	DES	Demonstration
		Preparation of project proposal
		Technical assistance/support
		Training programme/workshop
Foam	FOA	Demonstration
		Flexible molded
		Flexible slabstock
		HCFC phase out plan
		Integral skin
		Multiple-subsectors
		Phenolic
		Polyol production
		Polystyrene/polyethylene
		Preparation of project proposal
		Rigid
		Rigid (insulation refrigeration)
		Sectoral phase out plan
		Technical assistance/support
		Training programme/workshop
Fumigant	FUM	Methyl bromide
		Non-investment programme
		Preparation of project proposal
		Technical assistance/support
		Training programme/workshop
Halon	HAL	Banking
		Extinguisher
		Extinguisher/fixed system
		Fixed system
		Halon conversion
		HCFC phase out plan
		Preparation of project proposal
		Recovery/recycling
		Sectoral phase out plan
		Technical assistance/support
		Training programme/workshop

Sector	Code	Subsector
Multi-sector	MUS	Investment projects
		Preparation of project proposal
		Training programme/workshop
Other	OTH	Preparation of project proposal
		Technical assistance/support
		Tobacco fluffing
		Training programme/workshop
Process agent	PAG	CTC phase out
		Preparation of project proposal
		Process conversion
		Sectoral phase out plan
		Technical assistance/support
		Training programme/workshop
Phaseout plan	PHA	CFC phase out plan
		CTC phase out plan
		HCFC phase out plan
		ODS phase out plan
		Preparation of project proposal
Production	PRO	CFC closure
		CFC conversion
		Halon closure
		HCFC phase out plan
		MB closure
		ODS closure
		Preparation of project proposal
		TCA closure
		Technical assistance/support
		Training programme/workshop
Refrigeration	REF	Air conditioning
		Chiller
		Commercial
		Commercial (refrigerant)
		Compressor
		Domestic
		Domestic (refrigerant)
		Domestic/commercial
		End-user
		HCFC phase out plan
		MAC
		MAC compressor
		MAC recovery/recycling
		Multiple-subsectors
		Preparation of project proposal
		Project preparation/supervision
		Recovery/recycling
		Refrigerant management plan
		Sectoral phase out plan
		Technical assistance/support
		Training programme/workshop

Sector	Code	Subsector
		Transportation refrigeration
Several	SEV	Agency programme
		Country programme/country survey
		Document/video/diskette
		Information exchange
		Network
		Ozone unit support
		Project preparation/supervision
		Technical assistance/support
		Training programme/workshop
Solvent	SOL	CFC-113
		Combined CFC-113 and TCA
		CTC
		HCFC phase out plan
		Multiple solvents
		Preparation of project proposal
		Sectoral phase out plan
		TCA
		Technical assistance/support
		Training programme/workshop
Sterilant	STE	Preparation of project proposal
		Sterilization services
		Technical assistance/support
		Training programme/workshop

* Additional Sector codes may be added as projects are approved.

Annex V

<u>DATA INCONSISTENCIES VERIFICATION</u>

The following queries are used to verify data inconsistencies in the agency progress reports.

<u>Closed Projects (CLO)</u>

- Closed projects without Adjustment and the Balances are not equal to zero
- Closed projects with Adjustment and the Balances are not equal to zero
- Closed projects without Dates of Financial Completion
- Closed projects with Dates Completed Actual
- Closed projects with Planned Dates of Completion
- Closed projects with Estimated Disbursements in Current Year

<u>Completed Projects (COM)</u>

- ~~Projects completed over 1 year should be classified as Financially Completed (FIN)~~
- Completed projects without Dates Completed Actual
- Completed projects with Dates of Financial Completion
- Completed projects with Planned Dates of Completion
- Completed projects with a positive Balances without Estimated Disbursements in Current Year

<u>Financially Completed Projects (FIN)</u>

- Financially completed projects without Dates Completed Actual
- Financially completed projects without Dates of Financial Completion
- Financially completed projects with Estimated Disbursements in Current Year
- Financially completed projects with Planned Dates of Completion

<u>Ongoing Projects (ONG)</u>

- Ongoing projects without Estimated Disbursements in Current Year
- Ongoing projects without Planned Dates of Completion
- Ongoing projects with Dates Completed Actual
- Ongoing projects with Dates of Financial Completion

<u>Transferred Projects (TRF)</u>

- Transferred projects with Adjustments of un-utilized funds and the Balances are not equal to zero
- Transferred projects without Dates of Financial Completion

- Transferred projects with Dates Completed Actual

- Transferred projects with Planned Dates of Completion

- Transferred projects with Estimated Disbursements in Current Year

For All Projects

- Projects without Approved Funding

- Projects that are missing from the Progress Reports

- Projects without Date Approved

- Projects without Date of Completion Per Proposal

- Projects with Funds Disbursed without First Disbursement Dates or vice versa

- Projects with First Disbursement Dates prediction

- Projects without Balances but have Estimated Disbursements in Current Year

Progress Report Data Vs Inventory of Approved Projects

- Compare Progress Reports "ODP to be Phased Out" with Inventory "IMPACT"

- Compare Progress Reports "ODP Phased Out" with Inventory "ODS_PHASEDOUT" for completed projects

- Compare Progress Reports "Approved Funding" with Inventory "FUND_ALLOCATED1"

- Compare Progress Reports "Adjustments" with Inventory "Adjustments"

- Compare Progress Reports "Date Approved" with Inventory "DATE_APPROVAL1"

- Compare Progress Reports "Date Completed Actual" with Inventory "DATE_ACTUAL"

- Compare Progress Reports "Planned Date of Completion Per Proposal with Inventory "DATE_COMPLETION"

- Compare Progress Reports "Code" with Inventory "CODE"

- Compare Progress Reports "~~Administrative~~ Support Costs Approved" with Inventory "~~TOTAL_~~13%SUPPORT_COST1"

- Compare Progress Reports "~~Administrative~~ Support Costs ~~Returned~~Adjustments" with Inventory "Support Costs Adjustments~~TOTAL_13%_TRANSFERRED~~"