

Decisions relevant to Monitoring and Evaluation at 94th Executive Committee Meeting (extracts from Final Report of the Meeting [UNEP/OzL.Pro/ExCom/94/67](#))

DECISION	AGENDA ITEM	RELATED DOCUMENTS
Decision 94/4	Evaluation 6(a) Progress update on the desk study for the evaluation of the Compliance Assistance Programme	UNEP/OzL.Pro/ExCom/94/6
Decision 94/4	Evaluation 6(b) Report on the external assessment of the evaluation function of the Multilateral Fund	UNEP/OzL.Pro/ExCom/94/7
Decision 94/5	Evaluation 6(c) Report on the review of project completion report	UNEP/OzL.Pro/ExCom/94/8
Decision 94/14	Programme implementation 7(c) 2024 consolidated project completion report (part I)	UNEP/OzL.Pro/ExCom/94/11

AGENDA ITEM 6: EVALUATION

(a) Progress update on the desk study for the evaluation of the Compliance Assistance Programme

33. The Senior Monitoring and Evaluation Officer introduced document UNEP/OzL.Pro/ExCom/94/6

34. One member, expressing concern that the regional network of national ozone officers of Latin America and the Caribbean had not met during the reporting period, requested the Secretariat to refer to the issue in its evaluation of the Compliance Assistance Programme (CAP). Another member noted that the consultant for the desk study had been informed of the need to avoid overlap with the previous evaluation on regional networks and suggested that the issue should be resolved bilaterally with the UNEP CAP.

35. The Executive Committee took note of the progress update on the desk study for the evaluation of the Compliance Assistance Programme contained in document UNEP/OzL.Pro/ExCom/94/6.

(b) Report on the external assessment of the evaluation function of the Multilateral Fund

36. The Senior Monitoring and Evaluation Officer introduced document UNEP/OzL.Pro/ExCom/94/7.

37. One member asked what lessons had been learned from the interviews of the relevant stakeholders. In response, the Senior Monitoring and Evaluation Officer said that the independent consultant was currently conducting targeted surveys to complement the information gathered from the interviews and was not yet in a position to share any preliminary findings.

38. The Executive Committee decided:

- (a) To note the report on the external assessment of the evaluation function of the Multilateral Fund (part I) as contained in document UNEP/OzL.Pro/ExCom/94/7; and
- (b) To request the Senior Monitoring and Evaluation Officer to present the final report of the external assessment of the evaluation function of the Multilateral Fund at the 95th meeting.

(Decision 94/4)

(c) Report on the review of project completion reports

39. The Senior Monitoring and Evaluation Officer introduced document UNEP/OzL.Pro/ExCom/94/8.

40. Several members expressed support for the adoption of the universal format for project completion reports (PCRs), which would improve efficiency and provide more meaningful data, and welcomed the inclusion of the new section on gender mainstreaming in the format. One member appreciated the inclusion of the optional section to report on the Sustainable Development Goals. Two members noted that the integration of PCRs into the knowledge management system would facilitate data extraction from the reports

and enhance the functionality of the system. One member asked whether the Secretariat had consulted with implementing agencies when preparing the universal format.

41. In response, the Senior Monitoring and Evaluation Officer said that the Evaluation Unit had consulted the implementing agencies during the inter-agency coordination meetings in 2023 and 2024 and had conducted surveys to identify the agencies' needs and expectations with respect to the new format. The outcome of the consultations had been annexed to the document.

42. Two members agreed with the suggestion contained in paragraph 43 of document UNEP/OzL.Pro/ExCom/94/8 to prepare only one consolidated PCR at the first meeting of the year.

43. The Executive Committee decided:

- (a) To note the report on the review of project completion reports (PCRs) contained in document UNEP/OzL.Pro/ExCom/94/8;
- (b) To approve the universal PCR format contained in annex II to the present report, to be used by bilateral and implementing agencies once the knowledge management system provided the required functionalities for online submission of PCRs, by the end of 2025;
- (c) To request the Senior Monitoring and Evaluation Officer and the Secretariat:
 - (i) To coordinate the necessary actions to operationalize the integration of the universal PCR format and submission process into the knowledge management system, in phase 3 of that system's development as planned, ensuring adequate alignment of the PCR with the project reporting framework across the different milestones of the project life cycle and taking into account, where applicable, the discussions at the 95th meeting resulting from decision 93/1 on the document on the mapping of reporting requirements and the streamlining of reporting across the spectrum of reports;
 - (ii) To launch the online submission of PCRs after the completion of data migration, by the end of 2025; and (d) To request the Senior Monitoring and Evaluation Officer to report on the status of implementation of the PCR reform at the 97th meeting, as part of the annual report included in the document on the annual monitoring and evaluation work programme and budget.

(Decision 94/5)

AGENDA ITEM 7: PROGRAMME IMPLEMENTATION

(c) 2023 consolidated project completion report

81. The Senior Monitoring and Evaluation Officer introduced document UNEP/OzL.Pro/ExCom/94/11.

82. The Executive Committee decided:

- (a) To note the 2024 consolidated project completion report (PCR) (part I) contained in document UNEP/OzL.Pro/ExCom/94/11;
- (b) To request:

- (i) Bilateral and implementing agencies to submit, at the 95th meeting, the outstanding PCRs for multi-year agreements (MYAs) and individual projects or to provide reasons for failing to do so;
 - (ii) Lead and cooperating implementing agencies to continue coordinating their work closely in finalizing their respective portions of PCRs to facilitate the timely submission of the reports by the lead implementing agencies;
 - (iii) Bilateral and implementing agencies, when filling in the data for PCR submissions, to ensure the inclusion of relevant and useful information, including gender information, and to report on lessons learned and reasons for delays in project implementation for their use in future improvements in project design and implementation; and
- (c) To invite all those involved in the preparation and implementation of MYAs and individual projects, in particular the Secretariat and the bilateral and implementing agencies, to take into consideration the lessons learned from PCRs, where applicable.

(Decision 94/14)