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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Sub-Committee on Monitoring, Evaluation and Finance
Twelfth Meeting
Ouagadougou, 4-5 December 2000

PROVISIONAL ANNOTATED AGENDA

1. Adoption of the agenda and organisation of work

After adoption of the Agenda, the Sub-Committee may wish to organise its work over one and one-half days with a view to adopting its report on the afternoon of the second day.

2. Status report on the implementation of the fixed exchange-rate mechanism (Decision XI/6, paragraph 6)

Document UNEP/OzL.Pro/ExCom/32/5 is submitted by the Treasurer in response to Decision 31/1 which provides a status report on the implementation of the fixed exchange-rate mechanism between January and October 2000.

Issues to be addressed:

- The impact of the fixed exchange-rate mechanism on the income level of the Multilateral Fund.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to take note, with appreciation, of the report by the Treasurer.

3. Completed projects with balances

Document UNEP/OzL.Pro/ExCom/32/6 presents reports from the implementing agencies on projects that were completed 12 months previously that had remaining balances as of the end of

1999. The agencies reported according to a new format agreed with the Fund Secretariat per Decision 31/2(b). The document also includes three options for dealing with balances from completed recurring projects: allowing balances to remain with the agency, offsetting balances from one year against the next year's request, and returning all balances to the Executive Committee for reprogramming.

Issues to be addressed:

- Data accuracy of the report from UNDP for which US \$77,315 in funds were not addressed.
- Should balances from recurring projects be returned to the Executive Committee for reprogramming.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to note the levels of funds being returned to the 32nd Meeting as indicated in paragraph 6 of document UNEP/OzL.Pro/ExCom/32/6 and a way to deal with balances from completed recurring projects.

4. Project implementation delays

Document UNEP/OzL.Pro/ExCom/32/7 was prepared in response to several decisions taken by the Executive Committee concerning such projects and the procedures for project cancellation (Decision 26/2). 150 projects, including 8 bilateral projects, were classified as projects with implementation delays at the 31st Meeting. The document categorises the reasons for delays for the 150 projects. It notes that 24 of these projects have now been completed and 5 were cancelled. 21 projects are back on track, having moved from one milestone to the next. 79 projects had some progress but are recommended for continued close monitoring. 14 projects had no progress. According to criterion 1 of the 2nd procedure for project cancellation, the Secretariat should write to the agencies and countries concerned indicating the possibility of cancellation of the concerned projects if progress is not reported by the implementing agencies to the 33rd Meeting of the Committee.

Issues to be addressed:

- Appropriateness of sending a notice to the 14 countries identified in Annex III of UNEP/OzL.Pro/ExCom/32/7 on possible cancellation according to Decision 26/2
- Appropriateness to remove the projects contained in Annex II of UNEP/OzL.Pro/ExCom/32/7 from the list of projects with implementation delays
- The need for project cancellation reports for all projects that had incurred disbursements.

Action expected from the Sub-Committee:

The Sub-Committee may wish to recommend to:

- Note with appreciation the reports on projects that have experienced implementation delays from the Governments of France, Germany and the United States of America and the four implementing agencies
- Send a notice to the 14 countries identified in Annex III of UNEP/OzL.Pro/ExCom/32/7 on possible cancellation according to Decision 26/2
- Note with appreciation, the cancellation report of the Government of Australia
- Remove the projects contained in Annex II of UNEP/OzL.Pro/ExCom/32/7 should be removed from the list of projects with implementation delays
- Decide that project cancellation reports should be submitted for all projects that had incurred disbursements.

5. Closure of project preparation accounts: follow-up to decision 31/4(f)

Document UNEP/OzL.Pro/ExCom/32/8 presents draft guidelines for the closure of project preparation accounts. The Consolidated Progress Report (UNEP/OzL.Pro/ExCom/31/8) indicated that ongoing project preparation was expected to be completed in 25 months even though completed project preparation activities were completed in 12 months.

Issues to be addressed:

- The appropriateness of the proposed guidelines as contained in paragraphs 4-6 of UNEP/OzL.Pro/ExCom/32/8.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to approve the guidelines for the closure of project preparation accounts to the Executive Committee.

6. Additional status report on project implementation required by decision 31/6(c) and 31/7 (e) and (f)

Document UNEP/OzL.Pro/ExCom/32/9 presents a summary of the additional status reports requested from UNDP and UNEP for projects specified in decisions 31/6 and 31/7 for the respective agencies.

Issues to be addressed:

- Additional delays in UNEP's RMP training projects
- Continued slow or no progress in the implementation of institutional strengthening projects in Bahrain, Dominica and Togo

Action expected from the Sub-Committee:

- Note the additional status reports provided by UNDP and UNEP.

7. Report on the evaluation of the implementation of the 1999 business plans: follow-up to decision 31/11

Document UNEP/OzL.Pro/ExCom/32/10 presents a compilation of views of Executive Committee members on the current set of performance indicators, possible new performance indicators, the need for agency shares, special funding windows, over-programming, and the potential consequences for agencies not meeting their performance targets. It also presents reports from UNDP and UNEP on the performance indicators that were not reported on in the documentation submitted to the 31st Meeting.

Issues to be addressed:

- The appropriateness of maintaining or changing the current performance indicators, agency shares, funding windows, over-programming, and consequences for not achieving targets in the light of the ongoing discussions about strategic planning

Action expected from the Sub-Committee:

The Sub-Committee may wish to recommend appropriate actions to the Executive Committee on the above issue.

8. Consolidated draft business plan of the Multilateral Fund for the year 2001

Document UNEP/OzL.Pro/ExCom/32/11 is a consolidation of the implementing agencies' draft 2001 business plans along with comments and recommendations of the Fund Secretariat. It contains five parts including the principles and methodology used in the development of the business plans, resource allocation, activities in the plan, performance indicators, and comments and recommendations from the Fund Secretariat.

Issues to be addressed:

- Adjustments to resource allocation.
- The need to address countries or activities not included in the draft business plans.

Action expected from the Sub-Committee:

The Sub-Committee may wish to endorse the principles and methodology used for the development of the draft business plans and note the Consolidated Draft Business Plans for the Year 2001.

9. Draft business plans for the year 2001 of:

- (a) Bilateral agencies

Document UNEP/OzL.Pro/ExCom/32/12 presents the draft business plans for bilateral cooperation for the year 2001. The Governments of Canada, Germany, and Japan submitted

draft business plans and the Governments of Australia and the United Kingdom indicated their intent for bilateral activities during the year 2001. Unlike previous years, most of the planned activities for bilateral agencies in 2001 are for investment projects.

Issues to be addressed:

- The need for any suggested modifications to the bilateral agencies' plans.

Action expected from the Sub-Committee:

The Sub-Committee may wish to recommend to the Executive Committee to note, with appreciation, the draft business plans for bilateral cooperation submitted by: Canada, Germany, and Japan and the letters sent by Australia and the United Kingdom.

It may also wish to recommend that the Executive Committee request Parties to submit final business plans to the 33rd Meeting.

(b) UNDP

Document [UNEP/OzL.Pro/ExCom/32/13](#) contains the comments and recommendations of the Fund Secretariat and UNDP's draft 2001 business plan.

Issues to be addressed:

- Adequacy of the proposed performance indicators.
- The need for a final business plan from UNDP.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to note, with appreciation, and to consider endorsing the draft business plan of UNDP including the performance indicators as specified in Tables 1 and 2 of [UNEP/OzL.Pro/ExCom/31/13](#), subject to any modifications arising from the Executive Committee's discussions concerning strategic planning, while noting that the endorsement did not denote approval of the projects identified therein nor their funding levels.

(c) UNEP

Document [UNEP/OzL.Pro/ExCom/32/14](#) contains the comments and recommendations of the Fund Secretariat and UNEP's draft 2001 business plan.

Issues to be addressed:

- Resource allocation and capacity of UNEP to deliver its expanded programme.
- UNEP's reprioritisation of its recurring costs in the light of other planned activities of a similar nature.

- The need for customs training at the regional level and additional training materials given that the Executive Committee has approved such training on a country basis as part of RMPs and UNEP has already developed customs training manuals.
- The need for regional methyl bromide dissemination of information workshops given that information dissemination is a strong component of approved methyl bromide demonstration projects and the role of networks and UNEP's clearinghouse in disseminating information to countries.
- The methyl bromide requests for China in the light of the Sectoral Policy Plan for Methyl Bromide in China (China has not ratified the Copenhagen Amendment).
- The need for additional data reporting on methyl bromide and regional crop manuals in the light of the Committee's approvals for a data reporting handbook and a technical sourcebook on methyl bromide alternatives.
- UNEP's specific requests for a MDI information kit and a multiyear policy training project in China.
- The need for the SME projects included in UNEP's business plan in the light of previous approvals.
- Adequacy of the proposed performance indicators.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to note, with appreciation, and to consider suggesting modification for UNEP's business plans in the light of the above.

(d) UNIDO

Document UNEP/OzL.Pro/ExCom/32/15 contains the comments and recommendations of the Fund Secretariat and UNIDO's draft 2001 business plan.

Issues to be addressed:

- Adequacy of the proposed performance indicators.

Action expected from the Sub-Committee:

The Sub-Committee may wish to recommend to the Executive Committee to note, with appreciation, and to consider endorsing the draft business plan of UNIDO including the performance indicators as specified in Tables 1 and 2 of UNEP/OzL.Pro/ExCom/31/15, subject to any modifications arising from the Executive Committee's discussions concerning strategic planning, while noting that the endorsement did not denote approval of the projects identified therein nor their funding levels.

(e) World Bank

Document UNEP/OzL.Pro/ExCom/32/16 contains the comments and recommendations of the Fund Secretariat and the World Bank's draft 2001 business plan.

Issues to be addressed:

- Resource allocation for the World Bank in the light of unknown allocations for some of the projects contained in the Bank's draft business plan.
- Adequacy of the proposed performance indicators.

Action expected from the Sub-Committee:

The Sub-Committee may wish to recommend to the Executive Committee to note, with appreciation, and to consider endorsing the draft business plan of the World Bank including the performance indicators as specified in Tables 1 and 2 of UNEP/OzL.Pro/ExCom/31/16, subject to any modifications arising from the Executive Committee's discussions concerning strategic planning, while noting that the endorsement did not denote approval of the projects identified therein nor their funding levels.

10. Proposed budget of the Fund Secretariat for the year 2001

Document UNEP/OzL.Pro/ExCom/32/17 presents the budget of the Fund Secretariat for the year 2001.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to approve the proposed budget.

11. General principles for agreements between governments and implementing agencies on new and renewed institutional strengthening projects (decision 30/7(c))

Document UNEP/OzL.Pro/ExCom/32/18 presents a report from the Secretariat on the implementation of Decision 30/7(c) by the implementation agencies. It contains current practice of the implementing agencies for implementing institutional strengthening projects and the proposed amendment to their current agreements with Article 5 countries. It also contains the comments from members of the Executive Committee.

Issues to be addressed:

- The interpretation of the requirements of Decision 30/7(b)
- Adequacy of the proposed amendments of the implementing agencies

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to take appropriate actions in light of the discussion of the issues listed above.

12. Implementation of the monitoring and evaluation work programme for the year 2000

Document UNEP/OzL.Pro/ExCom/32/19 gives an overview of the results of the implementation of the first part of the 2000 work programme for Monitoring and Evaluation, which was approved at the 29th Meeting of the Executive Committee (Decision 27/11).

(i) Desk study on recovery and recycling projects: follow-up to decision 31/15

Draft standardized questionnaire formats were developed in consultation with the implementing agencies and interested national ozone units in accordance with Decision 31/15, and are presented in Annex I of Document UNEP/OzL.Pro/ExCom/32/19.

Issues to be addressed:

- Appropriateness of the data collection formats.
- Procedures for monitoring and evaluation of R & R projects

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to take note of the formats and to take a decision with regard to their regular use.

(ii) Revised formats for terminal reports and extension requests relating to institutional strengthening: follow-up to decision 31/6

The revised formats have been prepared in accordance with Decision 31/6 and are presented in Annex IIa and IIb of Document UNEP/OzL.Pro/ExCom/32/19.

Issues to be addressed: None

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to:

- approve the revised formats with the changes proposed by the countries mentioned above.

(iii) Consolidated project completion report

Decision 23/8 mandates the Secretariat to submit a consolidated project completion report to the Executive Committee at its third meeting each year. The consolidated report is prepared in compliance with this decision.

Issues to be addressed:

- ODS phase out, implementation delays, budgets and expenditures, in particular incremental operating costs.
- Quality and timeliness of project completion reports, as well as schedule for PCR submission in 2001.
- New overall assessment scheme for completed investment projects proposed.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to:

- Adopt the recommendations for improving the timeliness and quality of project completion reports presented in the report (UNEP/OzL.Pro/ExCom/32/19, para 41).
- Take note of the revised PCR format for investment projects and the new overall assessment scheme in its Section 2.

(iv) **Report on evaluation of training projects: follow-up to decision 31/17**

A recommendation on the evaluation of training projects for the 32nd Meeting is prepared in response to Decision 31/7, para 36(d).

Issues to be addressed:

- Suitability of recommendations presented.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to adopt the recommendations.

(v) **Status report on the evaluation of foam projects**

Document UNEP/OzL.Pro/ExCom/32/19 presents a status report on the on-going evaluation of completed foam projects.

Issues to be addressed: None

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee:

- to take note of the status report presented.

(vi) **Desk study on the evaluation of solvents projects**

As foreseen in the Monitoring and Evaluation Work Programme 2000, a desk study on completed solvent projects was prepared by an external consultant.

Issues to be addressed:

- Main findings
- Evaluation issues and approach

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend to the Executive Committee to:

- take note of the summary of the desk study.

13. Draft monitoring and evaluation work programme for the year 2001

Document UNEP/OzL.Pro/ExCom/32/20 contains the draft 2001 Monitoring and Evaluation Work Programme which summarizes the results achieved in further developing the existing monitoring and evaluation system. This is followed by a proposal for the evaluation studies to be conducted in the Year 2001, a presentation of main evaluation issues, the general methodological approach and the budget required for implementing the evaluation studies in 2001.

Issues to be addressed:

- Guiding principles and main evaluation issues.
- Proposed evaluation studies for the year 2001.

Action expected from the Sub-Committee: The Sub-Committee may wish to recommend:

- approval of the proposed 2001 work programme for monitoring and evaluation.

14. Other matters