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## ANNEX I: UPDATED ASSESSMENT OF THE WORKLOAD OF THE EXECUTIVE COMMITTEE

Item	Burden			Complexity			Comments			
	Now	2004	2006	2007	2004	2006	2007	2004	2006	2007
<b>Policies development and planning</b>										
• Guideline on project eligibility	Low	Low	Low	Low	Low	Low	Generally well established: issues will arise with application of guidelines	Same as 2004	Same as 2004 and 2006	
• Resources management and allocation for business planning	High	High	High	High	High	High	Criteria to balance between the need for acceleration from approved MYAs and the need for compliance in accordance with Montreal Protocol schedule	The balance between need for acceleration and need for compliance is less compelling. The current challenge is the balance between compliance and forward-looking planning on HCFCs, ODS destruction, etc.	Continued challenge in handling balance between compliance and forward-looking planning on HCFC and destruction	
• Assistance to LVCs	High	High	High	High	High	High	Replenishment of over 80 RMPs in LVC prior to 2007	Guidelines on funding TPMP approved at 45 <sup>th</sup> Meeting. Current challenge is to have about 60 TPMPs submitted and approved for assistance to LVCs beyond 2007.	Number of remaining unfunded TPMPs comes down to 53 including 22 submitted to 53 <sup>rd</sup> Meeting	
<b>Project implementation</b>										
• Project level monitoring	Low	Low	Low	Low	Low	Low	Well established	Well established and most of stand-alone projects are being completed.	Same as 2004 and 2006	
• MYA monitoring	High	High	High	High	High	High	Criteria under development	Guidelines on verification of national consumption targets for MYAs approved at 46 <sup>th</sup> Meeting. Further refinement and streamlining reporting and monitoring needed.	Continued need for refining and streamlining monitoring and reporting	
• Compliance monitoring	High	High	High	High	High	High	New indicators and systems needed	Revised country programme reporting format approved at 46 <sup>th</sup> Meeting to enable improved compliance monitoring. Further refinement is needed.	Continued need for refining and streamlining monitoring and reporting	
<b>Project approvals (on an annual basis)</b>										
• Country programme updates	4-5	4-5	0	Low	Low	Low	Well established	Same as 2004.	Same as 2004 and 2006	
• Institutional strengthening and renewals	70	70	61	Low	Low	Low	Well established	Policies and guidelines well established.	Same as 2004 and 2006	
• On-going MYAs	55	85	105	High	High	High	Criteria for monitoring under development	Guidelines on verification of national consumption targets for MYAs approved at 46 <sup>th</sup> Meeting. Further refinement and streamlining reporting and monitoring needed.	Close monitoring needed in 2008 and beyond for compliance with 85% and final phase-out	
• New MYAs & TPMPs	30	63	53 <sup>(1)</sup>	High	High	High	No uniform cost-effectiveness thresholds for MYAs, although with a good number of precedents	Good experience in approving MYAs in non-LVCs. Guidelines on funding TPMP approved at 45 <sup>th</sup> Meeting.	Still need attention although number has come down	
• RMPs LVC replenishment	86	20	0 <sup>(2)</sup>	High	High	High	Criteria to be designed	Good experience in approving MYAs in non-LVCs. Guidelines on funding TPMP approved at 45 <sup>th</sup> Meeting.	Replaced by TPMPs	
• Work programmes and amendments	50	50	27	Low	Low	Low	Well established for project preparation	Policies and guidelines for project preparation well established.	Same as 2004 and 2006	

<sup>(1)</sup> Including 22 submitted to the 53<sup>rd</sup> Meeting.<sup>(2)</sup> Converted to TPMP.

Annex I

The table above provides an update of the assessment of the workload of the Executive Committee which was included in the paper submitted by the Secretariat in 2004 and 2006. The update is shown in the column “2007” while the original is indicated in the columns “2004” and “2006”. The criteria used in the assessment remain the same and are reproduced below.

To assess the level of workload, quantification by number, such as the number of institutional strengthening projects, is provided where possible. For those activities where quantification by number is not possible, a “high” or “low” rating is given with a short explanation in the “comments” column. For the assessment of complexity, the criteria applied relate to the availability of established policies and guidelines. Where clear policies and guidelines exist, for instance for the funding eligibility of individual projects, the complexity is classified as “low”, and where the guidelines are still developing the complexity is determined to be “high”.



**Annex II**  
**ILLUSTRATIVE AGENDAS**

Illustrative agenda (1<sup>st</sup> Meeting of the year)

No.	Item	Number of projects (where applicable)	Annotations (where necessary)
1.	Opening of the meeting		
2.	Organizational matters:		
	(a) Adoption of the agenda		
	(b) Organization of work		
3.	Secretariat activities.		
4.	Status of contributions and disbursements		
5.	Status of resources and planning:		
	(a) Report on balances returned from cancelled and completed projects		
	(b) Update on the implementation of the current year business plan		
	(c) Status/prospects of compliance		
6.	Programme implementation		
	(a) Evaluation reports from SMEO		As per annual work programme
	(b) Progress reports as at 31 December of previous year (operational part)		Due to the unavailability of finance data, reporting limited to operational activities
	(i) Consolidate progress report		
	(ii) Bilateral progress report		
	(iii) UNDP		
	(iv) UNEP		
	(v) UNIDO		
	(vi) World Bank		
	(c) Project implementation delays		Proposed for inclusion in the Status/prospects of compliance document
	(d) Annual tranche submission delays		Proposed for inclusion in update of the implementation of the current year business plan
	(e) Report on implementation of approved projects with specific reporting requirements		
7.	Project proposals		
	(a) Overview of issues identified during project review		
	(b) Bilateral cooperation	8	Based on 2007 data, assuming 50% be submitted to the 1 <sup>st</sup> Meeting
	(c) Work programme amendments	92*	Based on 2007 data, assuming 50% be submitted to the 1 <sup>st</sup> Meeting
	(i) UNDP		
	(ii) UNEP		
	(iii) UNIDO		
	(iv) World Bank		
	(d) Investment projects		Based on the 2007 data, assuming 50% be submitted to the 1 <sup>st</sup> Meeting
	- MYAs on-going	52	
	- MYAs new	27	
	- RMPs LVC	0	
8.	Country programmes and updates	0	Based on the 2007 data, assuming 50% be submitted to the 1 <sup>st</sup> Meeting
9.	Report of the production sector sub-subgroup		
10.	Policy issues (papers)	?	Cannot predict
11.	Other matters		
12.	Adoption of the report		
13.	Closure of the meeting		

\* includes requests for HCFC surveys

## Annex II

Illustrative agenda (2<sup>nd</sup> Meeting of the year)

No.	Item	Number of projects (where applicable)	Annotations (where necessary)
1.	Opening of the meeting		
2.	Organizational matters:		
	(a) Adoption of the agenda		
	(b) Organization of work		
3.	Secretariat activities.		
4.	Status of contributions and disbursements		
5.	Status of resources and planning for the current year business plans:		This is intended to provide an update of the implementation of the current year business plans after the 1 <sup>st</sup> Meeting of the year.
	(a) Report on balances returned from cancelled and completed projects		
	(b) Update on the implementation of the current year budget		
	(c) Status/prospects of compliance		
6.	Programme implementation		
	(a) Consolidated project completion reports		
	(b) Evaluation reports from SMEO		As per the annual work programme
	(c) Draft monitoring and evaluation work programme of following year		
	(d) Report on implementation of approved projects with specific reporting requirements		
	(e) Evaluation of the business plans of the previous year		
	(f) Report on implementation delays		Proposed for inclusion in the Status/prospects of compliance document
	(g) Annual tranche submission delays – proposed for inclusion in 5(b)		Proposed for inclusion in update of the implementation of the current year business plan
7.	Financial matters:		
	(a) Accounts of the Multilateral Fund for the previous year		
	(b) Reconciliation of accounts		
	(c) Financial part of the progress reports as at 31 December previous year		
	(d) Proposed Secretariat budget		
8.	Project proposals		
	(a) Overview of issues identified during project review		
	(b) Bilateral cooperation	8	Based on the total number of proposals from 2007, 50% distributed to the 2 <sup>nd</sup> Meeting
	(c) Amendments to work programmes - current year	92*	Includes institutional strengthening project preparation
	(d) Investment projects		
	- MYAs on-going	53	According to schedules in on-going MYAs, and business plan forecast and assume that 50% submitted to the 2 <sup>nd</sup> Meeting
	- MYAs new	27	
9.	Country programmes and updates	0	Based on 2007 numbers
10.	Report of the production sector sub-subgroup		
11.	Policy issues	?	Cannot predict
12.	Business planning for the following year		
	(a) Financial planning for the triennium		
	(b) Three-year phase-out plan (rolling forward by one year)		
	(c) The Multilateral Fund business plan in the new year		
	(d) Business plans of the implementing agencies		
	(i) Bilateral agencies		
	(ii) UNDP		
	(iii) UNEP		
	(iv) UNIDO		
	(v) World Bank		
	(e) Work programmes of the new year		
13.	Report of the Executive Committee to the Meeting of the Parties		
14.	Other matters		
15.	Adoption of the report		
16.	Closure of the meeting		

\* includes requests for HCFC surveys