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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Ninety-third Meeting  
Montreal, 15-19 December 2023  
Item 6(b)(ii) of the provisional agenda<sup>1</sup>

**PROGRESS UPDATE ON THE REVIEW OF PROJECT COMPLETION REPORTS**

**Introduction**

1. Decision 90/28(g) requested the Senior Monitoring and Evaluation Officer (SMEO) “to explore ways and means to collect better data, improve database accessibility and improve access to online information from multi-year agreement (MYA) project completion reports (PCRs) and individual PCRs, in the context of the revamped information strategy to be reviewed by the Secretariat, and to include such issues in the draft monitoring and evaluation work programme for 2023”. At the 91<sup>st</sup> Executive Committee meeting, the monitoring and evaluation work programme for 2023 was adopted<sup>2</sup> and it was decided that an internal review of PCRs and related formats, processes and databases would be undertaken in 2023 (decision 91/9).

2. The present document is a progress update on the status of implementation of this activity. The final report and proposals for new PCR formats will be presented at the 94<sup>th</sup> meeting.

**Progress update**

3. The evaluation unit has reviewed the history of the Fund and identified the relevant decisions on PCRs and monitoring and evaluation databases. It has also launched surveys with stakeholders.

4. The SMEO organized two consultative sessions with the bilateral and implementing agencies, at the inter-agency coordination meetings held in March and October 2023. Between the two meetings, a questionnaire was sent to the agencies inviting them to share their experiences with PCRs and related tools, and to make suggestions for improvement. The questionnaire covered topics related to the usefulness and value of the individual and MYA PCR formats, the applicability of lessons-learned databases to the users and potential areas for improvement.

5. The preliminary results arising from the analysis of the agencies’ responses were shared with the Secretariat. The discussions with the Secretariat on the reform of PCRs brought additional insights on the

<sup>1</sup> UNEP/OzL.Pro/ExCom/93/1

<sup>2</sup> UNEP/OzL.Pro/ExCom/91/11/Rev.1

role of PCRs as an administrative requirement in the project-management cycle. A process for continued collaboration has been established to facilitate the identification of PCR-related requirements to be considered in the design and implementation of the knowledge management system.

6. It was clear from the consultations that there is redundancy and lack of added value of submitting PCRs for verification-report projects. By their very nature, the verification reports are project-related requirements and they are not implementation projects *per se*. Thus, the PCR format, conceived for reporting on project implementation, is not fit-for-purpose to be used for verification reports.<sup>3</sup> Furthermore, the information collected through a PCR on verification reports does not bring new data that would not be available to the Secretariat.

7. The SMEO would like to thank the agencies, which have been very supportive in providing ideas to improve the PCRs. Some of the information requested in a few sections of the existing PCR formats is made available to the Secretariat through other reporting mechanisms. The current review is helping to identify duplicated reporting flows, as per the agencies' responses, and their suggestions will be taken into account in preparing the final report.

8. Other suggestions were made concerning the possibility of online submission of individual PCRs. Currently, these are submitted by email. The extraction of the information to be reported in the lessons-learned database is done and uploaded manually. The SMEO has noted the agencies' suggestions and the evaluation unit is working to address them as part of the ongoing review for the reform of PCR processes, databases and tools.

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<sup>3</sup> See paragraphs 65 and 66 (a)(ii) in document UNEP/OzL.Pro/ExCom/93/22.