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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Sixty-fourth Meeting  
Montreal, 25-29 July 2011

**STRATEGY FOR THE DISSEMINATION AND COMMUNICATION OF LESSONS LEARNED**

## **Justification and purpose**

1. In decision 63/11(d)(i) the Executive Committee requested the Senior Monitoring and Evaluation Officer to prepare a strategy for dissemination and communication of the lessons learned from previous implementation experiences. Furthermore, several reports submitted to the Executive Committee recommend an improvement in the dissemination and communication of evaluation lessons learned. In a broad sense, lessons learned conveyed by evaluation reports include knowledge based on experiences related to the implementation and impact of projects funded through the Multilateral Fund. Making such knowledge easily available will enable professionals involved in project implementation to deal with current and effectively envision future situations.
2. The purpose of a dissemination strategy is to ensure that lessons learned from evaluations and project completion reports reach target audiences.
3. Effective dissemination of lessons learned means that the right people get the right information in a timely manner and in the right format. Sharing and communicating lessons learned from previous implementation experiences will help stakeholders take the right decision to succeed in the programme; it will ensure that the same mistakes are not be repeated at the cost of project effectiveness and will help minimize delays in implementation. In addition, the body of knowledge in the database can be used for risk identification and management, as a basis of discussions at networks and workshops, and as starting point for strength, weakness, opportunity and threat (SWOT) analyses.
4. It will also help reduce the knowledge gap that can happen because of the turnover of personnel at the field level. It will allow new ozone officers and project managers to get a quick and readable glimpse of previous experiences. The easier it is to access and read the information, the higher the chance it will be used, and the better the impact on projects and/or programmes.

## **Audiences**

5. The primary audiences are the national ozone officers, personnel of ministries as well as personnel of United Nations agencies and programmes involved in project implementation. In addition, consultants, Secretariat personnel and Executive Committee members could benefit than the information.

## **Dissemination approach**

6. There are two approaches:
  - (a) To allow interested users to retrieve information from past experiences on specific issues in a concise summarized way whenever they deem it useful;
  - (b) To directly communicate lessons learned formulated in the latest evaluation and project completion reports to various audiences. This will familiarize audiences with evaluation findings soon after the evaluation took place.
7. Information summarized in this way could be further discussed in network meetings during which individuals are encouraged to share experiences and methodologies they feel will benefit others in the Multilateral Fund community. This will serve to extend the impact of evaluations carried out under the Fund.

**Dissemination tools**

8. This includes:

- (a) A lessons learned database. This will be a user friendly online tool that will allow primary and secondary audiences to easily access lessons learned on various issues. The database will be electronic and easily accessible. It will allow valuable knowledge and proof of hard earned successes to be saved in a central location, so it could be of value in the future. Interested users will be able to retrieve lessons learned from past experiences by using key words. The database will be interactive allowing for comments and exchange of opinions among the users. Having a centralized source of organizational knowledge will provide stakeholders with the sum total of learning experiences the organization has about similar situations;
- (b) A newsletter that will display in a concise manner information from the latest evaluations and project completion reports. It will consist of one page highlighting issues of concerns for stakeholders involved in project implementation.

**Timing**

9. Both database and newsletter will be in electronic format. Data entry into the database will be done regularly for evaluation reports as well as for completion reports. Newsletters will be circulated after each evaluation and/or consolidated project report.

**Recommendation**

10. Based on the above information, the Executive Committee may wish to consider noting the proposed dissemination and communication strategy on lessons learned, and request the Senior Monitoring and Evaluation Officer to start its implementation and have the database and electronic newsletter fully functional by the 66<sup>th</sup> meeting.

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