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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Ninety-seventh Meeting
Montreal, 1-5 December 2025
Item 12 of the provisional agenda¹

**REVIEW OF THE POSSIBILITY OF INTEGRATION OF REPORTING THROUGH PROJECT
COMPLETION REPORTS AND DETAILED FINAL PROJECT REPORTS (DECISION 95/91(e))****Introduction**

1. At the 95th meeting, the Executive Committee considered the document on the mapping of reporting requirements and the streamlining of reporting on progress across spectrum of reports.² In the document it was indicated that: “In certain types of projects, bilateral and implementing agencies require to present final project reports which include comprehensive information, including both financial and operational, of the projects. This information may feed those required for project completion reports (PCRs); on the other hand, by including missing information required by PCRs into the final project reports, that latter could possibly be treated as PCRs.” Subsequent, the Committee requested the Secretariat and the Senior Monitoring and Evaluation Officer (SMEO) to explore the possibility of integration of reporting through PCRs and detailed final project reports, taking into account the approved universal PCR format, and to report back at the 97th meeting of the Executive Committee (decision 95/91(e)).

2. In line with the decision, the Secretariat has prepared the present document.

Review of final reports and project completion reports

3. Table 1 presents final reporting requirements by type of projects.

Table 1. Final reporting requirements by type of projects

Project type	Reporting requirement (Yes/No)	
	Final report	PCR
Project preparation	No	No
National inventories of waste-controlled substances and plans of action for management	Inventory and plan	No
Verification	Verification report	No

¹ UNEP/OzL.Pro/ExCom/97/1

² UNEP/OzL.Pro/ExCom/95/91

Project type	Reporting requirement (Yes/No)	
	Final report	PCR
Enabling activities for HFC phase-down	Yes	No
Phases of institutional strengthening (IS)	Terminal report	No
ODS alternatives surveys	Survey	Consolidated / By region
Demonstration / pilot projects	Yes	Yes
Other individual investment/non-investment projects	No	Yes
Stages of multi-year agreements (MYAs)	As applicable	Yes

4. In principle, all projects require a project completion report to be submitted within six months upon their completion (decision 18/20). As indicated in table 1, there are a few exceptions. These include:

- (a) Project preparation in line with decision 29/3(i), which noted that no PCR was requested for project preparation activities. It is expected that all project preparations will result in project proposals;
- (b) National inventories of waste-controlled substances and plans of action for management which are categorized as project preparation and submission of PCRs for which is therefore not required. It is noted that decision 91/66(e)(iii) also requested the submission of a final report and a copy of the resulting national inventories and the national action plans no later than six months after the completion of the project, highlighting the difficulties and lessons learned;
- (c) Verification in line with decision 93/25(a)(ii), which noted that the submission of a PCR for technical assistance for verification reports would no longer be required from 2024 onwards. It is noted that approval of funding for verification is on the understanding that a verification report will be submitted with the request for the next funding tranche of relevant MYAs;
- (d) Enabling activities for HFC phase-down, submission of a final report of which within six months of the project completion date, highlighting lessons learned about how the fast-start activities supported early action on implementing the Kigali Amendment, was requested pursuant to decision 81/32(b), it was therefore confirmed that PCRs were not needed for these projects.³
- (e) Phases of IS projects in line with decision 29/3(g), which noted that PCRs should be submitted only in cases where there were no requests for extension. For renewal of IS projects, a terminal report of the previous phase is required; and
- (f) ODS alternatives surveys, for which submission of PCRs was expected as technical assistance activities. However, noting that comprehensive information on various aspects would have been provided in the surveys, it was subsequently agreed that only a consolidated PCR by agency or by region (for UNEP) was required using the PCR format developed for these projects.⁴

5. On reporting formats, at the 94th meeting, the Executive Committee approved the universal PCR format,⁵ applicable to both individual and MYA projects, aiming to collect overview information, overall results and lessons of a project, both quantitative and qualitative, as well as wider impacts of the project, such as on gender mainstreaming and sustainable development goals. For final reports, submission of which is usually requested by the Executive Committee, their formats are typically detailed and structured in a way that comprehensive information of a project including achievements, as well as challenges and lessons learnt

³ MLF/IACM.2019/1/28, para. 33

⁴ UNEP/OzL.Pro/ExCom/82/72, para. 168 and MLF/IACM.2019/1/28, para. 26

⁵ UNEP/OzL.Pro/ExCom/94/67, annex II

where applicable, is collected to inform further discussion on the relevant subject matter. To ensure this, the Secretariat usually develops specific formats for such reporting based on different types of projects and following relevant decisions of the Executive Committee on the information to be collected.

Secretariat's observations

6. In preparation of the document, the Secretariat discussed the matter with bilateral and implementing agencies⁶ and with the Senior Monitoring and Evaluation Officer (SMEO). Agencies highlighted the potential overlap and redundancy between PCRs and project final reports, as it seemed that there was no obvious difference between them. It was further noted that final reports tended to have more detailed technical and budget information and presented final achievements of the projects including sustainability while PCRs provided a more overall and integrated assessment, and that having one unified report would help ease workload.⁷

7. It is recalled that the universal PCR format was developed taking into consideration the need to streamline the project reporting process and with its future use in the knowledge management system (KMS), will contribute to improvements including inter alia lightening the data collection process for agencies, eliminating the duplication of submissions to the Secretariat and the SMEO; improving the quality of specific areas of information collected only through PCRs; facilitating data collection on issues not previously covered; and integrating the PCR into the full project-management reporting cycle.⁸

8. The Secretariat further notes that there has been established practice to avoid duplication of submission of reports in the final process for a project based on different project types, that either a final report or a PCR is required to be submitted within six months upon their completion, except for two types of projects, namely individual demonstration or pilot projects and stages of MYAs (where final reports are required as applicable), as shown in table 1. For the individual demonstration or pilot projects, such as those on energy efficiency, the Secretariat should, when developing the format for the detailed final reports, align with the universal format for PCRs, where applicable, so that all that needs to be collected and reported on will be through one unified report and that a separate submission of a PCR will not be required for this type of projects. As the final reports are considered as PCRs, they will be subject to relevant decisions on PCRs and included as relevant in analyses prepared for the consolidated PCRs.

9. For stages of MYAs, the Secretariat notes that not every MYA requires submission of a final report and that the final report is usually an implementation progress report covering only the last implementation programme of a stage of the MYA. It also notes that the report of status of implementation and disbursement of previous stages, submitted as part of a new stage of the MYA request,⁹ although including analysis of achieved results and lessons learned, among others, may not provide consistent and sufficient information for the purposes of PCRs. The Secretariat considers that the introduction of online submission of projects and reports throughout projects' life cycle in the KMS in future will provide easy access to information including achievements of each MYA tranche to facilitate the preparation of PCRs for stages of MYAs. In this regard, the current practice on reporting is proposed to continue.

⁶ At the interagency coordination meeting (IACM) held in September 2025

⁷ MLF/IACM.2025/2/, para. 35

⁸ UNEP/OzL.Pro/ExCom/94/8, para. 45

⁹ For example, see the Updated guide for the presentation of new stages of HPMPs, section I, <https://www.multilateralfund.org/resources/project-guides-tools>

Recommendation

10. The Executive Committee may wish:

- (a) To note the review of the possibility of integration of reporting through project completion reports and detailed final project reports contained in document UNEP/OzL.Pro/ExCom/97/88;
 - (b) To continue the current practice for final reporting by bilateral and implementing agencies of different types of projects except for individual demonstration or pilot projects, reflected in table 1 of the document referred to in subparagraph (a) above; and
 - (c) For demonstration or pilot projects, where a detailed final report is required, to request the Secretariat when developing the format for the final reports, to align with the universal format for project completion reports (PCRs), where applicable, noting that a separate submission of a PCR will no longer be required for this type of projects.
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