

ANNEX III

Procedural modification to assist Policy Communications

- At the end of a sub-committee summary, include a short section aimed at identifying policy issues which surfaced, and the operational implications if there is a need for elaboration. It is felt that generally, the identified policy issue and decision will normally be clear. In most cases, however, the communications process could still be facilitated by an explanation or a statement describing the operational implications.
- Once a policy issue from the subcommittee has been addressed and approved by the Executive Committee, then the operational implications (if any) identified in the subcommittee report should also be reflected in the final report. After the meeting, as an ongoing activity, when a need or an issue arises relating to the new policy, and an agency needs clarification, then the agency should work with the Secretariat to clarify.
- After each meeting, the Policies, Procedures, Guidelines & Criteria of the Multilateral Fund would be updated and provided to the agencies, which would then transmit this to the field offices and project managers in the field. When the Guidelines are updated, an addendum should be placed at the front of the Guidelines document which simply highlights the recently adopted changes. If the existing "paper deployment system" were to be retained, then an issuance of a complete document should be considered after each meeting of the Parties, with only updates issued after each ExCom meeting. This would save paper and mailing expense. A less costly and more rapid deployment could be accomplished, however, by providing the complete guidelines to the Agencies on computer disk. The Agencies can deploy in correct format through their E-mail systems to the field offices. UNDP has volunteered the use of their field offices, who could print and then copy the guideline book for the respective local Government Agency. Inclusion in OZONACTION Information Clearinghouse would also assure improved coverage of the communications. UNEP's Regional Networks may be another forum for discussion and clarification.
- The agencies and Secretariat should work together to develop a process that allows the key agreements reached verbally to be documented and shared more widely.