

Annex XXX

REVISED FORMAT FOR THE NARRATIVE OF AGENCY PROGRESS REPORTS

1. Implementing agencies should use the following section and sub-section titles and provide the required information according to the format, without changing the headings.

I. Project summary since the inception of the Multilateral Fund

I.1 Summary data

2. This section should provide a brief summary of project implementation from the Fund's inception until the end of the reporting period. It should begin with a summary of a few sentences, followed by a table.

Items	Cumulative since 1991*
Total number of projects approved	
Total number of projects completed	
Total funds approved (US\$)	
Total funds disbursed (US\$)	
Total approved phase-out (ODP/MT)	
Total actual phase-out (ODP/MT)	
Total approved phase-out (CO ₂ -eq tonnes)	
Total actual phase-out (CO ₂ -eq tonnes)	

* Excluding cancelled and transferred projects

I.2 Summary data by cluster

3. This section should provide a brief summary of project implementation from the Fund's inception until the end of the reporting period. It should begin with a summary of a few sentences. This table provides the summary of all approved projects by cluster.

Clusters	Number of projects*			Funding (US\$)*			
	Approved	Completed	% completed	Approved	Disbursed	Balance	% disbursed
HPMP stage I							
HPMP stage II							
KIP stage I							
Institutional strengthening							
etc...							
Total							

* Excluding cancelled and transferred projects

II. Project progress in the reporting year

II.1 Activities related to HCFC phase-out

4. This section should provide a summary of activities related to the phase-out of HCFCs, including HCFC phase-out management plans (HPMPs), HCFC production phase-out management plans (HPPMPs), stand-alone investment/non-investment projects and preparation projects.

5. This section should address projects and activities including the number of HPMPs/HPPMPs that have been approved and completed during the reporting period. For projects under implementation, this section should provide a summary including implementation status and key issues identified during project

implementation, as well as challenges encountered with different conversions/technologies (e.g., non-availability of specific alternative substances, components needed for manufacturing appliances, cost of alternatives, specific challenges in training technicians and enforcement officers) for the reporting year.

II.2 Activities related to HFC phase-down

6. This section should provide a summary of activities related to the phase-down of HFCs, including Kigali HFC implementation plans (KIPs), stand-alone investment/non-investment projects and preparation projects.

7. This section should address projects and activities including the number of KIPs that have been approved and completed during the reporting period. For projects under implementation, this section should provide a summary including implementation status and key issues identified during project implementation, as well as challenges encountered with different conversions/technologies (e.g., non-availability of specific alternative substances, components needed for manufacturing appliances, cost of alternatives, specific challenges in use of alternatives to HFCs in different sectors, specific challenges in training technicians and enforcement officers) for the reporting year.

II.3 Activities related to energy efficiency

8. This section should provide a summary of activities related to energy efficiency in the context of HCFC phase-out or HFC phase-down.

9. This section should address energy efficiency activities under different funding windows and provide a brief report on project implementation status and key issues identified during project implementation for each sub-section below:

- (a) Additional activities to be included under the HPMPs for low-volume-consuming countries to maintain energy efficiency for the servicing sector (decision 89/6(b));
- (b) Pilot projects for energy efficiency (decision 91/65);
- (c) Projects under the energy efficiency operational framework (decision 94/60); and
- (d) Status of implementation of the minimum energy performance standards including domestic refrigeration and residential air-conditioning particularly in countries that are supported through projects relating to energy efficiency.

II.4 Activities related to national inventories of banks of waste-controlled substances

10. This section should address national inventories of banks of used or unwanted controlled substances and a plan for the collection, transport and disposal of such substances and provide a brief report on project implementation status and key issues identified during project implementation.

III. Project completion in the reporting year

11. This section should begin with a summary in a few sentences, followed by a table providing information on the number of projects that are completed, and phase-out associated to these projects since the last report.

Cluster	Number of projects completed	Phase-out	
		ODP/MT	CO ₂ -eq tonnes
HPMP stage I			
HPMP stage II			
KIP stage I			
Institutional strengthening			
etc...			
Total			

IV. Gender mainstreaming

12. A brief report should be provided on key gender mainstreaming results achieved including:

- Number of countries that have included the gender policy for all projects approved since the 85th meeting;
- Number of countries that have included mandatory requirements and performance indicators when submitting new stages of multi-year agreement for projects approved since the 94th meeting;
- Extent of consultations with associations, networks, and/or stakeholders focusing specifically on mainstreaming gender throughout the project planning and implementation process;
- From the implementing agency's perspective, capacity built in the implementing agency and the country to ensure that the gender policy is integrated into the project cycle; and
- Report on use of gender guides/manuals (each implementing agency has a guide for gender mainstreaming for Multilateral Fund-supported projects) and lessons learned.

V. Risk assessment

13. This section should provide an overview of the primary reasons for project delays faced by the countries that were assisted by the agency and the specific actions taken to address those delays, including the analysis of the relevant root causes and information on how to avoid reoccurrence. This information is needed for providing an update to the Executive Committee on how project delay issues are systematically addressed by the different agencies.

VI. Performance indicators

14. This section presents the quantitative evaluation of the performance of the implementing agencies with respect to the performance targets set in the business plans and progress and financial reports and their achievements toward these targets for the year of the review. A brief explanation of the achievements for each target can be provided if necessary.

Type of indicator	Short title	Calculation	Targets	Achievements
Planning-Approval	Tranches approved	Number of tranches approved vs. those planned*		
Planning-Approval	Individual projects/activities approved	Number of projects/activities approved vs. those planned (including project preparation activities)		
Implementation	Funds disbursed	Based on estimated disbursement in progress reports		
Implementation	ODS phase-out for HCFC-related projects	ODS phase-out for HCFC-related projects in ODP tonnes vs. those planned per progress reports		
Implementation	HFC phase-down for HFC-related projects	HFC phase-down for HFC-related projects in CO ₂ -eq tonnes vs. those planned per progress reports		
Implementation	Project operational completion	Project operational completion vs. planned in progress reports for all activities (excluding project preparation)**		
Implementation	Gender mainstreaming	Operational policy on gender mainstreaming applied to all approved projects		
Administrative	Speed of financial completion	The extent to which projects are financially completed within 12 months after project operational completion		

Type of indicator	Short title	Calculation	Targets	Achievements
Administrative	Timely submission of project completion reports	Timely submission of project completion reports based on the progress report		
Administrative	Timely submission of progress reports and business plans	Timely submission of progress reports and business plans and responses unless otherwise agreed		

* The targets of an agency will be reduced if it cannot submit a tranche owing to another cooperating agency or lead agency or if the HCFC phase-out management plan or Kigali HFC implementation plan submitted for consideration by the Executive Committee is not approved as a result of factors beyond the control of the national ozone unit and agency.

** The targets of an agency will be reduced if an extension of the completion date has been approved by the Executive Committee.

VII. Country highlights

15. Please provide information on country-level achievements for three countries that show a significant performance in implementation of projects, policies and other measures. (e.g., expeditious completion of challenging technology conversion, capacity-building and transformative changes from controlled substances to sustainable alternatives, proactive implementation of regulations to reduce dependence on controlled substances and adoption of energy-efficient technologies).

VIII. Administrative matters and other issues

VIII.1 Meetings attended

VIII.2 Implementing agency and other co-operation

VIII.3 Other issues

16. The agency will list those meetings attended and any interagency (including bilateral agencies) cooperation undertaken during the reporting period. The agency may also provide any other issues that it wishes to bring to the attention of the Executive Committee.

Annex I: Summary Tables

17. A summary of a few sentences should precede each table. This enables the agencies to present a summary of all projects that have been completed or are ongoing since the Fund's inception.

(a) Annual summary data

Year approved	Number of approvals	Number completed	Per cent completed (%)	Approved funding plus adjustment (US \$)	Funds disbursed (US \$)	Balance (US \$)	Per cent of funds disbursed (%)

(b) Cumulative completed investment projects

Item	Number of projects	Approved funds plus adjustment (US \$)	Per cent of funds disbursed (%)	Consumption phased out (ODP/MT)	Production phased out (ODP/MT)	Consumption phased out (CO ₂ -eq)	Production phased out (CO ₂ -eq)	Average number of months from approval to first disbursement	Average number of months from approval to completion	Overall cost-effectiveness to the Fund (US \$/kg)

(c) Cumulative completed non-investment projects

Item	Number of projects	Approved funds plus adjustment (US \$)	Per cent of funds disbursed (%)	Average number of months from approval to first disbursement	Average number of months from approval to completion

(d) Cumulative completed project preparation activities

Item	Number of projects	Approved funds plus adjustment (US\$)	Per cent of funds disbursed (%)	Average number of months from approval to first disbursement	Average number of months from approval to completion

(e) Cumulative ongoing investment projects

Item	Number of projects	Approved funds plus adjustment (US \$)	Per cent of funds disbursed (%)	Number of projects disbursing	Per cent of projects disbursing (%)	Average number of months from approval to first disbursement	Average number of months from approval to planned completion	Average length of delay in project planned completion	Overall cost-effectiveness to the Fund (US \$/kg)

(f) Cumulative ongoing non-investment projects

Item	Number of projects	Approved funds plus adjustment (US \$)	Funds disbursed (US\$)	Per cent of funds disbursed (%)	Number of projects disbursing	Per cent of projects disbursing (%)	Average number of months from approval to first disbursement	Average number of months from approval to planned completion	Average length of delay in project planned completion

(g) Cumulative ongoing project preparation activities

Item	Number of projects	Approved funds plus adjustment (US \$)	Funds disbursed (US \$)	Per cent of funds disbursed (%)	Average number of months from approval to first disbursement	Average number of months from approval to planned completion	Average length of delay in project planned completion