

Annex II**UNIFORM FORMAT FOR REPORTING PROGRESS AND FINANCIAL INFORMATION**

The Uniform Format for Reporting Progress and Financial Information combines the Uniform Format for Annual Financial Reports (UNEP/OzL.Pro/ExCom/12/37, Annex III) with the implementing agencies input to the Consolidated Progress Report (UNEP/OzL.Pro/ExCom/10/40, Annex IV). The combined document will be included as part of the Consolidated Progress Report.

It will be submitted to the Secretariat and the Executive Committee in diskette form in the spreadsheet or data base programme used at the Fund Secretariat and the entries should be listed in alphabetical order by country.

The reporting period will include financial data and progress status since the previous reporting period through the end of the preceding full quarter of a year. For example, if a meeting were held in May, the reporting data would be through the end of the first quarter.

The implementing agencies' annual audited financial reports to the Treasurer should be prepared in accordance with the financial audit regulations of the agency. The information included through the Uniform Format for Reporting Progress and Financial Information should be reconcilable with the annual audited financial reports presented to the Executive Committee through the Treasurer, especially with regard to approvals and expenditures.

DEFINITIONS

Administrative support - Administrative costs incurred by the agency in delivering a programme or activity approved by the Executive Committee.

Approvals - As listed in the Report of the Executive Committee.

Approved funding - Funds as initially approved by the Executive Committee (additional allocations listed separately).

Completed projects/activities - Projects that have been commissioned and the ODS has been phased out. For activities without an ODS phase-out, when the activity was completed.

Date of approval - The date of the Executive Committee Meeting at which the approval was initially given expressed in month and year (e.g. 08-93 is August 1993).

Date of financial completion (For completed projects only) - The date at which all expenditures were reported and the account is closed. The absence of a date in this column means that the account has not been closed.

Date of implementation (actual and proposed) - Date when project was commissioned and the ODS was phased out or the date proposed for the ODS phase out as listed in the project proposal. For activities, the date at which the activity is expected to be implemented (e.g., when a workshop was held).

Funds disbursed - Actual expenditures by agency.

Interest earned - Interest collected on funds held by the implementing agency.

Number of approvals - Number of activities approved by calendar year.

Number completed - Number of activities for which ODS has been phased out or the activity has been completed.

ODP phased out (to be phased out) - The amount of ODP phased out for completed projects and the amount of ODP to be phased out as listed in the project proposal.

Ongoing projects/activities - All approvals not classified as completed.

Planned commitment in current year (For ongoing projects only) - Money set aside for continuation of project/activity for the current year.

Project number plus region - The project number assigned by the Fund Secretariat. The project number includes the country abbreviation (e.g. THA is Thailand), the sector abbreviation (e.g. REF is refrigeration), the number of the Executive Committee Meeting (e.g. 08 is the Eighth Meeting), the type of project (INV is investment project), and the sequential number assigned by the Secretariat. A regional abbreviation should also be included (LAC is Latin America) according to the regional designations used by the Secretariat.

Project title - The title listed in the approval recorded in the report of the Meeting of the Executive Committee at which the project was approved.

Rate of disbursement - Funds disbursed divided by approved funding.

Savings or deficits (For completed projects/activities only) - Approved funding minus funds disbursed.

Savings plus deficits (For completed projects/activities only) - Savings plus deficits reported on an annual basis.

Status/lessons learned/remarks - Implementing agencies should specify the physical progress achieved towards the goals of projects/activities (e.g. possibly in per cent completion). Lessons learned should be noted in accordance with any monitoring and evaluation guidance.

**UNIFORM FORMAT
FOR PROGRESS AND FINANCIAL REPORTS
(As at end of Last Quarter)**

I. COMPLETED PROJECTS/ACTIVITIES

Project Number Plus Region	Project Title	Date of Approval (mo. yr.)	ODP Phased Out	Date of Financial Completion	Date of Implementation (Actual)	Approved Funding US \$	Funds Disbursed US \$	Rate of Disbursement	Savings or Deficit US \$	Status/Lessons Learned/Remarks
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SUB-TOTAL

ADMINISTRATIVE SUPPORT

GRAND TOTAL

II. ONGOING PROJECTS/ACTIVITIES

Project Number Plus Region	Project Title	Date of Approval (mo. yr.)	ODP to be Phased Out	Date of Implementation (Proposed)	Date of Implementation (Revised)	Approved Funding US \$	Funds Disbursed US \$	Rate of Disbursement	Planned Commitment in Current Year US \$	Status/Lessons Learned/Remarks
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SUB-TOTAL

ADMINISTRATIVE SUPPORT

GRAND TOTAL

III. ANNUAL SUMMARIES:

Year	ODP Phased Out	Number of Approvals	Number Completed	Interest Earned US \$	Savings plus Deficits US \$	Approved Funding US \$	Funds Disbursed US \$	Rate of Disbursement	Planned Commitment in Current Year US \$	Status/Lessons Learned/Remarks
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1992 Approvals, etc.

GRAND TOTAL