

Annex XVIII

REVISED FORMAT FOR REPORTING ADMINISTRATIVE COSTS

1. The following table lists the elements of the core unit and implementation that constitute the overall administrative cost.

Description ¹	Budget/cost ² (US\$)	Explanation ³
A. Core unit		
Core unit personnel and contractual staff		
Travel (staff and consultant)		
Space (rent and common costs)		
Equipment supplies and other costs (computers, supplies, etc.)		
Contractual services (firms)		
Reimbursement of central services for core unit staff		
Adjustments(+ = underuse and - = overrun)		
Return of funds (- = returned funds)		
A. Sub-total core unit costs		
B. Agency fee/implementation		
Reimbursement of country offices and national execution, including overheads		
Executing agency support cost (internal), including overheads		
Financial intermediaries, including overheads		
Reimbursement of central services for core unit staff (including overhead)		
Cost recovery		
Adjustments(+ = overrun and - = underuse)		
Project costs (- = to be deducted and thus removed)		
B. Sub-total agency fee/implementation costs		
Grand total (A + B)		

¹ Indicate any change in methodology for reporting costs

² The format will continue to provide budget for previous year (e.g. 2016) and actual costs, budget for current year (e.g. 2017) and estimated costs and planned budget for next year (e.g. 2018).

³ Clarify any change in budgets or estimated costs

2. The following is a list of indicative activities and/or tasks admissible for administrative costs.

Core activities

- Distil and distribute information on the Multilateral Fund (MLF) programme, policies and procedures to field offices and/or operational staff
- Distribute information on the MLF's programme to partners
- Submit and follow-up with the Fund Secretariat and Executive Committee on project proposals to the Executive Committee for approval
- Coordinate each agency's efforts with the Fund Secretariat and internally with operational teams
- Monitor the status and annual progress reports of project implementation
- Prepare annual business plans based on communications with national governments and operational staff about sector needs and priorities
- Follow up on implementation status, including country visits as necessary
- Provide input to the Fund Secretariat, Executive Committee, and Ozone Secretariat with policy briefs, papers and responses
- Participate in meetings sponsored by the Executive Committee, and the Fund Secretariat, as well as the Ozone Secretariat and other implementing agencies such as ozone officers' network meetings
- Prepare project proposals, and obtain project preparation budgets for larger projects
- Market the Montreal Protocol and prospect for new projects, including attending Montreal Protocol-relevant technology conferences
- Collect, review and pre-qualify applications
- Report to the Executive Committee and the Fund Secretariat on the project cycle (delays, balances, reconciliation, project completion reports, etc.)
- Undertake knowledge management and outreach, including through workshops, website, publications, briefings
- Participate in the work of an international technical expert panel, including attending, meetings and preparing reports
- Adhere to internal processes, including core staff training, and evaluations, and attend, for example, management and corporate meetings

Implementation activities

- Supervise preparation of independent national verification reports, including for individual HCFC phase-out management plans for consumption and production activities
- Support and complete the preparation of tranche requests and progress reports
- Engage with governments and establish legal agreements in accordance with the implementing agency (IA) project cycle and related policies and procedures (from IA-country concept through completion and evaluation)
- Prepare implementation agreements and terms of reference for subcontractors
- Mobilize implementation teams (executing agencies and consultants) for approved projects using appropriate bidding and evaluation mechanisms
- Process contractual and accounting documents associated with approved projects
- Coordinate data collection and management
- Report on results of projects and the programme (preparing agency project completion reports and contributing to and finalizing MLF project completion reports)
- Adhere to internal operational processes, including implementation support to the project, organizing and participating in regular supervision missions, and reporting on project status; and attend, for example, management meetings
- Implement the Compliance Assistance Programme