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CRITERIA FOR REPORTING BY THE IMPLEMENTING AGENCIES TO THE EXECUTIVE COMMITTEE

This paper outlines the criteria for reporting by the implementing agencies to the Executive Committee based on the Terms of Reference of the Executive Committee and of the Multilateral Fund, Appendices II and IV of Annex 4 of the Report, respectively, to Decision II/8.

Role of the Executive Committee

The Executive Committee is required to:

- . Develop reporting criteria and ... invite the implementing agencies to report regularly to [the Executive Committee] in accordance with those criteria; and
- . Invite the implementing agencies, in fulfilling their responsibilities in respect of the Multilateral Fund, to consult regularly [and] also to invite the heads of the agencies, or their representatives, to meet at least once a year to report on their activities and consult on co-operative arrangements. 1/

1/ Appendix IV to Decision II/8 A, Terms of Reference of the Interim Multilateral Fund, 4 and 5.

In addition, the Executive Committee is to meet at least twice a year 2/ and to report annually to the meeting of the Parties and to make recommendations as appropriate. 3/ Based on these requirements on the Executive Committee, the process for reporting by each implementing agency is described below. The Executive Committee may require more meetings at the onset of Fund activities.

Reporting by the Secretariat

The Chief Officer of the Secretariat will attend the biannual meetings of the Executive Committee. These meetings will cover budget and financing issues and will provide a reporting of the Secretariat's activities during the prior period. At a minimum, the meetings will cover the following issues:

Budget

- . Revision of following year's budget for the Secretariat;
- . Adoption of subsequent year's budget 4/ for the Secretariat;
- . Report on updating donor contributions, fund disbursement and investment; and
- . Report on contributions through bilateral co-operation. 5/

Activities

- . Report on activities of the programme and Fund Unit (committee/working group meetings, regional workshops, conferences, legal services, data reporting, etc.).

Final Reports

- . Annual assessment of bilateral aid;
- . Operational policies and guidelines of the Fund;
- . Three-year plan and budget for the Fund; and
- . Performance reports on implemented activities.

2/ Appendix II to Decision II/8 A, Terms of Reference of the Executive Committee, (8).

3/ Terms of Reference of the Executive Committee, (10) (j).

4/ Alternatively, based on the decision of the Parties, the Secretariat's and the implementing agencies' budgets may be adopted to cover expenditures for two years rather than one.

5/ According to the Terms of Reference of the Executive Committee (10) (i), the Executive Committee will assess annually whether the contributions through bilateral co-operation, including particular regional cases, comply with the criteria set out by the Parties for consideration as part of the contributions to the Multilateral Fund.

Reporting by the implementing agencies

Similarly, the implementing agencies could meet within the same timeframe as the Executive Committee and the Secretariat. The meeting with UNDP, UNEP, and the World Bank will cover budget and financing issues. Each agency will also meet independently with the Executive Committee to review their respective responsibilities and provide the suggested final reports. These meetings are outlined below:

Budget (UNDP, UNEP, World Bank)

- . Revision of following year's budget/workplan;
- . Adoption of next subsequent year's budget/workplan; and
- . Report on interagency work programme/co-ordination of activities.

1. Reporting by UNDP

Responsibilities

- . Report on increases in expenditure requiring further financing; and
- . Report on completed projects.

Final reports

- . Periodic progress reports on projects;
- . Annual report on income and expenditure for the previous year; and
- . Final report after completion and/or termination of each project.

2. Reporting by UNEP

Responsibilities

- . Report on technical information, new studies and research;
- . Report on outreach, training, other political promotion and communication efforts; and
- . Progress reports on new substitutes and alternative technologies.

3. Reporting by the World Bank

Responsibilities

- . Report on status of each country programme which addresses the activities of field offices and any issues of concern to the national government, industry, and non-governmental organizations (NGOs);

- . Report on country programmes and on project proposals or groups of project proposals including those which require Executive Committee approval 6/; and
- . Report on disagreements by requesting country on financing issues which require Executive Committee review 7/.

Final reports

- . Financing proposals for country programmes and projects exceeding \$500,000;
- . Annual report on the income and expenditure of the Multilateral Fund under the Montreal Protocol (Fund); and
- . Final report on operations financed by the Fund.

6/ These include those programmes and projects where the agreed incremental costs exceed \$500,000 as stated in the Terms of Reference of the Executive Committee (10) (e).

7/ These include projects where the agreed incremental costs are less than \$500,000 as stated in the Terms of Reference of the Executive Committee (10) (h).
