



**United Nations
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Executive Committee of
the Multilateral Fund for the
Implementation of the Montreal Protocol

Twenty-fourth Meeting
Montreal, 25-27 March 1998

NON-INVESTMENT PROJECT MILESTONES

1. At its Twenty-third Meeting and during its consideration of standard components on monitoring and evaluation in project proposals for investment projects, the Executive Committee requested the Secretariat to propose milestones for non-investment projects for consideration at a future meeting (decision 23/7 (b)).
2. Currently, non-investment projects are proposed for approval through work programmes and work programme amendments. Often implementing agencies do not specify the most significant milestone, date of proposed project completion, in their requests for such activities.
3. The milestones proposed in this document would be included in requests and also in project completion reports to enable a comparison between planned activities and the actual activities undertaken after project completion.
4. Moreover, the implementing agencies' comments in their progress report are not standardized for ongoing projects in terms of milestones accomplished. The implementing agencies will be able to note their accomplishment of milestones in their progress report comments in a standardized manner with the adoption of these milestones.
5. The implementing agencies were provided with a draft of these milestones and were requested to submit their comments on the draft to the Secretariat. UNEP indicated its agreement to these milestones but the other implementing agencies did not provide comments.
6. The following non-investment project milestones are proposed for adoption by the Executive Committee:

Legal Arrangements

- Grant agreement submitted to beneficiary
- Grant agreement signature
- Bids requested
- Contracts awarded

Initial stages of project implementation begins

- Preliminary meetings envisaged under the project (excluding meetings where meeting is the principal activity)
- Initial mission to beneficiary country (as applicable)
- Start-up of project activities at country level as stated by Article 5 Party concerned

Intermediate goals achieved

- Data collection completed (as applicable)
- Intermediate outputs completed (printed material, draft regulations or laws, if not the principal activity)
- Equipment delivered (as applicable)

Project completion and follow-up

- Principal activity completed (workshop/training/document if principal activity) by implementing agency
- Government/Executive Committee approval of output (country programmes, strategies, proposed legislation or regulations)
- Submission of completion report

RECOMMENDATION

1. The Executive Committee may wish to adopt the non-investment project milestones contained in this document.