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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
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Item 12 of the provisional agenda[1]

REVIEW OF THE FORMAT FOR PROGRESS AND FINANCIAL REPORTING INCLUDING ITS NARRATIVE (DECISION 95/91(d))

1. The first format for progress and financial reporting of the Multilateral Fund (MLF) was adopted at the 17th meeting of the Executive Committee and was designed to provide comprehensive information and statistics on each project and activity approved by the Executive Committee. This format has subsequently undergone several revisions to align with various policies of the Fund.

2. At its 95th meeting, the Executive Committee considered the document on mapping of reporting requirements and the streamlining of reporting on progress across the spectrum of reports. In the responses to the questionnaire for the preparation of the document, for the annual progress and financial reports, agencies questioned the part of project progress reporting when substantial information has already been provided in the progress reports of the previous tranche implementation plans and suggested to limit the annual reporting as a financial exercise. In terms of the reporting format, it was indicated *inter alia* that a format that would facilitate data analysis; that would exclude those projects on which reporting is no longer required; and that would allow flexibility in grouping many single-entry components of a tranche, would be preferable. The need to revise the narrative was also raised to include most relevant information.[2]

3. Subsequently, the Executive Committee requested the Secretariat, in consultation with implementing agencies, to review the format for progress and financial reporting including its narrative, with a view to streamlining reporting while allowing the collection of the data required for the preparation of the MLF performance report, and to present the revised format for consideration of the Executive Committee at its 96th meeting (decision 95/91(d)).

4. In response to decision 95/91(d), the Secretariat and the implementing agencies engaged in detailed discussions at the Inter-agency coordination meeting (IACM).[3] The proposed revisions to the progress report database and its narrative, taking into account relevant, up-to-date policies of the MLF and addressing agencies' concerns referred to in paragraph 2 or discussed during the IACM, aim at streamlining the

[1] UNEP/OzL.Pro/ExCom/96/1
[2] Paragraph 8 of document UNEP/OzL.Pro/ExCom/95/91
[3] Montreal, 4-5 March 2025

reporting process to alleviate the reporting burden on bilateral and implementing agencies without compromising the monitoring of the projects. The revised progress and financial reporting format, if agreed by the Executive Committee, will be integrated into the Knowledge Management System (KMS) as the progress report module in the implementing and bilateral agency portal.[4]

Revisions to the format of the progress report database

Rationale of the proposed changes

5. The overall aim of this revision is to streamline the reporting and to alleviate the reporting burden of the implementing and bilateral agencies without compromising the monitoring of the projects and without providing less information and data to the Executive Committee. The Secretariat in doing so, took into consideration the following parameters that are also touched upon in the subsequent paragraphs of the document:

(a) The KMS and the different modules of the system that will feed into public dashboards in terms of the impact of the projects and activities funded under the MLF;

(b) The information that currently exists in the tranche implementation reports that accompany new tranche requests by countries where this information is not systematically collected, and it is in those reports where different impact indicators, such as number of technicians trained, are indicated;

(c) The annual progress reports are mostly financial reports where specific information on the general aspects of the projects is also provided. If information and data related to impact were to be included, there would have been duplication with the information provided into the tranche reports, and this would have created additional and unneeded burden to the implementing and bilateral agencies.

Proposed changes

6. The Secretariat proposes to revise the format of the progress report database by updating the titles of six columns and introducing four new columns to enhance the clarity of the data collected. Additionally, to reduce the reporting requirements, the Secretariat proposes to remove nine columns to prevent data duplication, and to eliminate columns that are no longer relevant to the MLF's current policies. All changes are highlighted in bold or strikethrough, and the reasons for the proposed changes are described in table 1.

Table 1. Proposed changes to the progress report database

Column titles	Reasons for proposed changes
Modification to the existing columns	
Consumption **ODP/MT** to be phased out per proposal	To specify the consumption measurement units: ODP tonnes for ODS-related projects and metric tonnes (MT) for HFC-related projects.
Consumption **ODP/MT** phased out	
Production **ODP/MT** to be phased out per proposal	
Production **ODP/MT** phased out	
Remarks **(as of 31 December XXXX)**	To specify the reporting period for each column.
Remarks ~~(Latest information)~~ **(Current year)**	
Columns added (to be derived from the KMS)	
Meta code	To enable the linkage of all projects associated with a specific multi-year agreement.
Code	A new code will be added to assign a detailed and unique identifier to each project.

[4] Annex I of UNEP/OzL.Pro/ExCom/95/2

Column titles	Reasons for proposed changes
Legacy code	This is the code currently assigned to all projects since the Fund's inception. It will be included in the revised progress report database to facilitate the identification of projects with the new code during the transition period.
Cluster	To streamline the classification of projects within the same category, such as HPMP stage I, HPMP stage II or KIP stage I, etc. based on the clusters typology that has been introduced in the KMS.
Columns deleted	
Multi-year/Multi-year partial phase-out/One-off phase-out/Individual/RMP/RMP update/RMP for non-LVC/ Halon banking	With the introduction of the "Cluster" column in the master data, reporting under these columns is no longer required.
Chemical	
Mtg	With the introduction of the "Legacy Code" and "Code" columns, the Meeting ("Mtg") and Inventory Number ("Num") columns, previously used to formulate the codes, are no longer needed because they are part of the new code-naming convention that has been introduced in the KMS.
Num	
A/N	Since most projects are currently implemented by agency (A) and funds are disbursed during implementation (I), reporting of these implementation characteristics is no longer required.
IRDX	
Year of contribution	This column is relevant only to bilateral agencies and indicates the year in which bilateral contributions were credited. To prevent double reporting, this column can be removed, as the project's approval date can define the contribution year.
Business plan allocation (Investment/Non-investment)	This column specifies whether a project is classified as an investment or non-investment based on allocations included in the business plan and is related to historical performance indicators per decision 26/4. Since the new performance indicators per decision 93/8 do not require this designation, this column can be removed.
Latest planned date of completion	When a project listed under implementation delays per decision 22/61(b) shows progress, the Secretariat will assign the planned completion date provided by agencies in their latest progress reports to this column to assess future implementation delays. The Secretariat will continue to monitor this date separately to determine projects with implementation delays; therefore, this column can be removed.

7. The Secretariat has indicated in document UNEP/OzL.Pro/ExCom/93/103 on the results framework and a scorecard (or MLF's performance report) that fit the operations of the Multilateral Fund, that additional columns would be included in the annual progress reports of agencies to collect relevant data needed for the MLF's performance report regarding the achievement of targets for project-related indicators. However, having designed the user requirements for both the project submission and the progress report modules of the KMS, the Secretariat noted the duplication of efforts for agencies to collect the data in both project progress and financial reports annually and tranche implementation reports at each next tranche request and the possible need to reconcile the two sets of data to ensure accuracy. After further reflection and keeping in view agencies' concerns referred to in paragraph 2 and the financial nature of annual progress reports referred to in paragraph 5(c), the data that relate to the MLF's performance report and the KMS dashboards will be collected as part of the tranche implementation reports instead of the annual progress reports.

8. Taking into account the above proposed revisions, annex I presents the revised progress report database format for the consideration of the Executive Committee. The columns in the revised database are grouped by data fields to facilitate the upload of data to the KMS. The data in the columns shaded in grey will be derived from the KMS (as also mentioned in table 1), and the columns without shading will require data inputs from the implementing and bilateral agencies.

Revisions to the format of the progress report narrative

9. To enable the Executive Committee to review a comprehensive summary of the database, the format of agencies' narratives has been revised to provide summaries consistent with the information in the revised database. The proposed changes to the narrative were made based on the following rationale:

(a) Deletions were made where the same information was requested in different reports to avoid data duplication in reporting;

(b) Information was reorganized into different sections to facilitate review by project category and a new section on project progress for the reporting year was added, covering activities related to HCFCs, HFCs, energy efficiency, and national inventories of banks of waste-controlled substances, to align with current policies;

(c) A section on risk assessment was added to provide information on how project delay issues are systematically addressed by the different agencies; and

(d) Summary tables were regrouped into annex I of the narrative to facilitate data review.

10. Table 2 displays the outline of the proposed revised narrative while annex II provides the overall revised narrative format. For comparison and easy reference, annex III presents the outline of the current progress report narrative format.

Table 2. Outline of the revised progress report narrative format

I. Project summary since the inception of the Multilateral Fund

I.1 Summary data

I.2 Summary data by cluster

(Summary of project implementation since the inception of the Fund until the end of the reporting period)

II. Project progress in the reporting year

II.1 Activities related to HCFC phase-out

(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)

II.2 Activities related to HFC phase-down

(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)

II.3 Activities related to energy efficiency

(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 project 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.

(Summary of activities related to energy efficiency under different funding windows)

II.4 Activities related to national inventories of banks of waste-controlled substances
(A brief report on the implementation status of activities related to the national inventories of banks of waste-controlled substances)
III. Project completion in the reporting year
(Summary of activities completed since the last progress report)
IV. Gender mainstreaming
(A brief report on key gender mainstreaming results achieved)
V. Risk assessment
(How project delay issues are systematically addressed by the different agencies)
VI. Performance indicators
(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)
VII. Country highlights
(Information on country-level achievements for countries that show a significant performance in implementation of projects, policies and other measures)
VIII. Administrative matters and other issues
VIII.1 Meetings attended
VIII.2 Implementing agency and other co-operation
VIII.3 Other issues
(This section provides any other issue that the agency may wish to bring to the attention of the Executive Committee)
Annex I: Summary Tables
(Summary tables of all projects, completed and ongoing, since the inception of the Multilateral Fund)

Conclusion

11. The Secretariat has carefully reviewed the entire progress and financial reporting process, considering the current policies approved by the Executive Committee. Changes to formats were made with the aim of providing consistent historical information.

12. The revised progress report format will be integrated into the overall project reporting cycle within the KMS, which will pre-fill unshaded columns of the progress report database that require input from agencies, using the previous year’s reports, to facilitate the reporting process for implementing and bilateral agencies. The KMS will also address agencies’ concerns mentioned in paragraph 2, such as pre-filtering the data to display only completed and ongoing projects that require reporting, flexibility in grouping columns that require reporting on to facilitate agencies to provide information in one go, and inclusion of a meta code to group all single components of a tranche and tranches of the same MYA. Additionally, to reduce the narrative reporting process, all summary tables included in the narratives will be generated by the KMS. These measures will streamline the reporting process and reduce the burden on implementing and bilateral agencies.

13. If the revised progress report database format and its narrative are endorsed, the revised format would be implemented in 2026 for the reporting of the 2025 progress reports.

Recommendation

14. The Executive Committee may wish:

(a) To note the review of the format for progress and financial reporting including its narrative (decision 95/91(d)) contained in document UNEP/OzL.Pro/ExCom/96/61; and

(b) To approve the revised format for progress and financial reporting including its narrative contained in annexes I and II to the document referred to in subparagraph (a) above, noting that the new format will be implemented in 2026 for the reporting of the 2025 progress report.

Annex I

REVISED DATABASE FORMAT FOR PROGRESS AND FINANCIAL REPORTING

General data fields									
Meta code	Code	Legacy code	Agency	Clusters	Region	Country	Type	Sector	Project title

Date data fields						
Date approved	Date of completion per proposal	Status	First disbursement date	Planned date of completion	Date completed (actual)	Date of financial completion

Phase-out data fields							
Consumption ODP/MT to be phased out per proposal	Consumption to be phased out per proposal in CO2-eq tonnes	Production ODP/MT to be phased out per proposal	Production to be phased out per proposal in CO2-eq tonnes	Consumption ODP/MT phased out	Consumption phased out in CO2-eq tonnes	Production ODP/MT phased out	Production phased out in CO2-eq tonnes

Financial data fields								
Approved funding (US$)	Adjustment (US$)	Approved funding plus adjustments (US$)	Per cent of funds disbursed	Balance (US$)	Support cost approved (US$)	Support cost adjustment (US$)	Support cost approved plus adjustments (US$)	Support cost balance (US$)

Financial data fields (continued)						
Funds disbursed (US$)	Funds committed (US$)	Estimated disbursement in current year (US$)	Support cost disbursed (US$)	Support cost committed (US$)	Disbursements made to final beneficiaries from FECO/MEP (US$)	Funds advanced (US$) (UNEP only)*

*Funds that have been transferred to the government once the agreement has been signed.

Decision data fields		Narrative & indicators data Fields		
Implementation delays/status report decisions	Date of completion per agreements or per decisions	Remarks (as of 31 December XXXX)	Remarks (current year)	Gender policy for all projects approved from 85th mtg (Yes/No)

Annex II

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 keys 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 keys 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			

Cluster	Number of projects completed	Phase-out	
		ODP/MT	**CO_2-eq tonnes**
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		
Administrative	Timely submission of project completion reports	Timely submission of project completion reports based on the progress report		

Type of indicator	Short title	Calculation	Targets	Achievements
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 $)	Per cent of funds disbursed (%)	Consumption phased out (ODP/MT)	Production phased out (ODP/MT)	Consumption phased out (CO2-eq)	Production phased out (CO2-eq)	Average number of months from approval to first disbursement	Average number of months from approval to completion	Overall cost-effectiveness to the Fund (US$/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

Annex III

OUTLINE OF THE CURRENT PROGRESS REPORT NARRATIVE FORMAT

I. Project approvals and disbursements
- (a) Annual summary data
- (b) Interest
- (c) Summary data by type (CPG, DEM, INS, INV, PRP, TAS, TRA)
- (e) Sector phase-out by country

II. Project completions since last report
- (a) ODP phased out since last report
- (b) Non-investment project completions since last report
  - i. Country programmes
  - ii. Technical assistance
  - iii. Training

III. Global and regional project highlights
- (a) Global projects
- (b) Regional projects

IV. Performance indicators
- (a) Agency business plan performance goals
- (b) Cumulative completed investment projects
- (c) Cumulated completed non-investment projects
- (d) Cumulative ongoing investment projects
- (e) Cumulative ongoing non-investment projects

V. Status of agreements and project preparation (where applicable), by country
- (a) Agreements to be signed/executed/finalized and when they will be ready for disbursing
- (b) Project preparation by country, approved amount, and amount disbursed

VI. Gender mainstreaming

VII. Administrative issues (operational, policy, financial, and other issues)
- (a) Meetings attended
- (b) Implementing agency and other co-operation
- (c) Other issues

Annex I Country developments