Implementation of PRTRs as a tool for POPs reporting, dissemination and awareness raising

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Steering Committee meeting

Madrid

November 26 2015
Role of UNEP

- UNEP acts as Implementing Agency for GEF
- Access to funding from GEF C&W focal area
- Defined set of roles and responsibilities
- These can’t be passed on
- Summarised as *accountability* to GEF
Implementing Agency role

- Project identification (done)
- Project concept (done)
- Preparation of project document (done)
- Project inception (next days)
- Project supervision (on-going)
- Project completion and evaluation (in the future)
Implementing Agency role

What is the aim of project inception?

At the project inception meeting:
  – Confirm implementing and executing arrangements
  – Confirm project Components and Outputs
  – Confirm consultant TORs
  – Confirm any contracts and equipment needs
  – Confirm project budget
  – Propose any revisions to the above
  – Get endorsement from project partners for any proposed changes
Implementing Agency role

- Supervision:
  - Review logical framework
  - Review work plan (budgeted)
  - Review institutional arrangements
  - Review budget by Output
  - Minimum of annual supervision mission (coincide with SC meeting)
  - Technical guidance as needed
  - Review technical reports from Executing Agency (EA)
  - Review progress
  - Coordination and consultation with GEF SEC Chemicals team
Implementing Agency role: institutional arrangements
Implementing Agency role

• Financial management:
  – Review quarterly financial statements submitted by the EA
  – Certify expenditures as eligible
  – Review expenditures vs the agreed budget in the Project Cooperation Agreement with the EA
  – Request budget revisions with associated justifications
  – Review budget revision requests
  – Approve budget revisions
  – Extend the project budget life as needed based on agreed extensions
Implementing Agency role

- Statutory reporting:
  - 6 month progress report in UNEP format (June and December)
  - Annual Project Implementation Report (PIR) in GEF format (June)
  - Quarterly financial statements
  - Terminal evaluation

- Voluntary reporting
  - Work plan reporting
  - Based on achievement of milestones
  - Done on a monthly basis
  - Project management tool
  - Soon to be adopted for all new UNEP projects
Summary

• UNEP has obligations as IA set by GEF
• UNITAR is the EA
• IA role = supervision
• EA role = project management
• Quarterly financial statements need to be submitted
• 6 monthly progress report
• Annual PIR in GEF format
Thank you for your attention

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