

Report from the Internal Programme Monitoring and Reporting Working Group Meeting

UN-REDD PROGRAMME



Date: 10 -11 June 2010

Participants:

Elisa Marzo-Perez (FAO), Florence Kahiro (UNEP), Estelle Fach and Dina Hajj (UNDP), Onye Ikwu, Linda Rosengren, Clea Paz-Rivera and Tiina Vahanen (UN-REDD Programme Secretariat)

Meeting Objectives:

- Build common understanding on the administrative-related reporting requirements of the UN-REDD Programme and share how agencies can best respond
- Recommend the level of reporting – what is acceptable by all partners, specifically in moving toward results-based programming and reporting
- Establish the Project Tracker structure
- Get better acquainted with the use of Project Tracker

A summary of the meeting recommendations, decision and action points are provided below:

1. Results Based reporting

Recommendations:

- The programme to move fully to Results Based Management and reporting

Follow up Action Points:

- Secretariat working with the Agencies to revise and refine as much as possible the current programme Logframe to include baseline information, targets and indicators that can be easily monitored and measured.

2. Global Programme reporting

Decisions:

- Continue to report commitments as part of expenditures in interim reports (even though the MDTF does not include this as expenditures in the consolidated reports) but with explanatory notes of what each Agency's commitment figures cover.
- Programme expenditures will be updated on monthly basis at an output level once the feature is made available on the Project Tracker.
- Financial and Narrative reports to be provided on a quarterly basis.

Action Points:

- Secretariat to provide further guidance to the Agencies on how to report on results; plan to adjust the current MDTF reporting template to make it even more results oriented.
- As part of the ongoing development of the programme's disclosure policy, decide what level of financial and non financial data is made publicly available.

3. Project Tracker

Decisions: The following are features that were recommended to be included in the Project Tracker as part of moving towards RBM and also using the tool for narrative reporting.

- Incorporate the elements of RBM into the PT; indicators, baseline, targets to be added as features at the output and outcome levels to aid reporting
- Financial updates to be provided at the output level on a monthly basis
- A reporting guide to be included as a pop up box to aid users with reporting on results
- Risk assessment feature to included as a feature at the output level
- Means of verification to be included at the output level
- A box for comments/actions at activity, output and outcome levels
- The "REDD Assessment" feature to be changed to a drop down list showing progress (on track, achieved, not achieved, etc)
- Feature provided for expenditure to be split between commitments and disbursements
- Possibility of adding charts showing status of expenditure, budget and programme portfolio – Estelle to liaise with the MDTF to see if workspace/website can be linked to the MDTF gateway which provides some of this data.

Action Points:

- Estelle to liaise with Project Tracker developers to incorporates all these changes

4. National Programmes

Important information that came out of the discussions is the time lapse between when funds are disbursed by the MDTF to the Agencies' Headquarters and when implementation begins at the Country level. It was gathered that funds take between one to two months before they reach the countries after MDTF disbursements.

Recommendations:

- Agencies to ensure that all delays and bottlenecks between Agency HQs and Countries are reduced to the minimum.

Decisions:

- Web site and the workspace will be used for communicating on progress of National Programmes; the Project Tracker will not be used for the NPs at this stage.
- NP reporting will continue to be at biannual and annual level as required in the UN-REDD Framework document.
- Requests for progress reports should not be sent to Countries that funds have not been transferred to.
- Country focal points to copy the Headquarters Agency finance focal points when submitting financial information to the Secretariat to avoid errors.

Action Points:

- Onye to clarify roles and responsibilities of Agencies in a pooled funding arrangement- case in point is Bolivia.
- Onye and Dina to review the different National Programme documents and map out the different roles and responsibilities for reporting as provided in each document.
- Agency Finance focal points (Dina, Florence and Elisa) to provide Secretariat (Onye) with finance focal points at Country office level.
- Secretariat to send out notice for the 2010 biannual financial and narrative progress reports which are due by 15 July 2010.

5. HACT

Action Points:

- A folder to be created on the workspace providing information on the status of UN-REDD countries on HACT. Folder should provide Macro and Micro assessment reports on these countries. UNDP is assigned this role.
- Agencies to contact the Secretariat on questions and issues relating to HACT implementation in UN-REDD countries.
- Coordination Group to ensure Agencies' payment modalities comply with HACT requirements.

6. Tier 2

Decisions and action points:

- Secretariat (Onye & Linda) to create a folder that will function as a registry for the Tier 2 projects pending its incorporation into the Project Tracker when there is available data.
- Access point for Tier 2 projects to be made available on the Project Tracker as a separate level once data becomes available.

7. Budgeting for 2011 and beyond

Decision

- Secretariat to provide templates to be agreed by agencies before requesting actual information from the Agencies.

Action Points:

- Secretariat to provide dates and timelines for the new 2011 budget. Tentative budget submission date to Norway is November 2010.