

Joint meeting of the Bureaux of UN Environment Assembly and Committee of  
Permanent Representatives  
Tuesday 27 February 2018  
4:00 p.m. to 6:15 p.m.  
Executive Office Boardroom  
United Nations Office at Nairobi, Gigiri  
Agenda Item 8

**Note by the Secretariat on a new consolidated reporting tool to the Committee of Permanent  
Representatives**

The Secretariat is pleased to present a note in support of discussions under agenda item 8 “Implementation of the Programme of Work and Budget”. This note has been developed by the Secretariat built on the outcomes of the subcommittee meeting of 6 February 2018, for further consideration by Member States.

# DRAFT OUTLINE FOR A NEW CONSOLIDATED REPORTING TOOL TO THE COMMITTEE OF PERMANENT REPRESENTATIVES

## 1. Background and overall objective

Member States have expressed the need to reassess and improve the reporting on the regular implementation of the programme of work and budget as well as the Assembly resolutions to the Committee of Permanent Representatives. This request is an opportunity to review and strengthen reporting practices, and identify areas of improvement.

The overall objective is to increase the ownership and knowledge among Member States on important developments relevant to the UN Environment Programme, through providing policy and programme updates as a standing item on the agenda for the quarterly meetings of the Committee of Permanent Representatives. To the extent feasible, a new reporting tool will consolidate existing information streams to Member States into a more informative, comprehensive and coherent reporting on the implementation of the programme of work and budget, including by showcasing the links to new policy initiatives, management reforms, missions, events, campaigns and partnerships. This would also avoid ad hoc reporting on individual work streams and minimize the need for additional meetings.

The UN Environment Programme Annual Performance Report, which is published in March each year, should be used as a reference point for the consolidated reporting tool, while recognizing that Member States require more information on how new policy decisions deliver on the medium-term strategy and programme of work.

## 2. Key Principles

The new consolidated reporting tool should:

- Provide an **overview of relevant developments since the latest meeting**, covering both major policy developments, highlights in the implementation of the Programme of Work and UN Environment Assembly Resolutions and Decisions, and recent financial and human resources developments.
- **Simplify and visualize existing external reporting**, thereby maximizing synergies of relevance with the Annual Report on Programme Performance and mandatory reports to the General Assembly.
- Provide **information to Member States on possible challenges and new opportunities**, with implementation at an early stage and seeking guidance from Member States
- Support the development of **future Programmes of Work and budgets**.
- Provide **co-benefits for wider outreach** going beyond Member States, by making relevant information available also to other interested stakeholders and the public at large, e.g. through publication at the UN Environment website.
- Allow for **Member States to have an open dialogue with the Executive Director** during quarterly Committee meetings, in the form of an exchange of views on the latest policy developments, in the presence of relevant senior management representatives from the Secretariat.
- Be supported by a succinct **written report** (see section 3 below) to be made available to the Committee of Permanent Representatives one week ahead of the meeting at the latest.

### 3. Possible outline for quarterly written reports

**Part 1 - Quarterly Policy Update (~2 pages):** A quarterly update on the latest environment policy developments of relevance for UN Environment since the last Committee meeting, covering relevant, partnerships, decisions, reforms, and meetings with Conferences of Parties, including by demonstrating how they relate to the UN Environment Programme's mandate and Programme of Work, and/or to UN Environment Assembly Resolutions. The overview would not necessarily be exhaustive, and it would cover both global and regional developments.

**Part 2 - Quarterly Programme Update (~10 pages):** A quarterly qualitative and, where relevant and possible, quantitative update on programme implementation since the last Committee meeting, covering implementation of the Programme of Work, per sub-programme, and of UN Environment Assembly Resolutions (taking into account that many resolutions remain unfunded). The overview would not necessarily be exhaustive, and it would not include updates on subprogramme indicators.

**Part 3 - Financial and Human Resources Update (~5 pages):** A quarterly qualitative and, where relevant and possible, quantitative update on the status, expenditure levels and available balances of UN Environment's financial resources (where relevant per sub-programme), as well as an overview on human resources covering new senior management appointments, vacancies and trends.

*Note: The written reports will provide a solid basis for the annual Program Performance Report.*

### 4. Road map for implementing the new reporting tool

The timeline for implementation of the revamped reporting regime is as follows:

- 20 February: Preparations for discussions on options for how to improve the reporting at the 141<sup>st</sup> CPR meeting
- 27 February and 22-23 March: consideration by the UNEA and CPR Bureaux of the matter
- Mid April: A first draft quarterly update is presented to the 142<sup>nd</sup> CPR meeting